

BINDING NUMBER

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Library Bureau

156 Wabash Avenue

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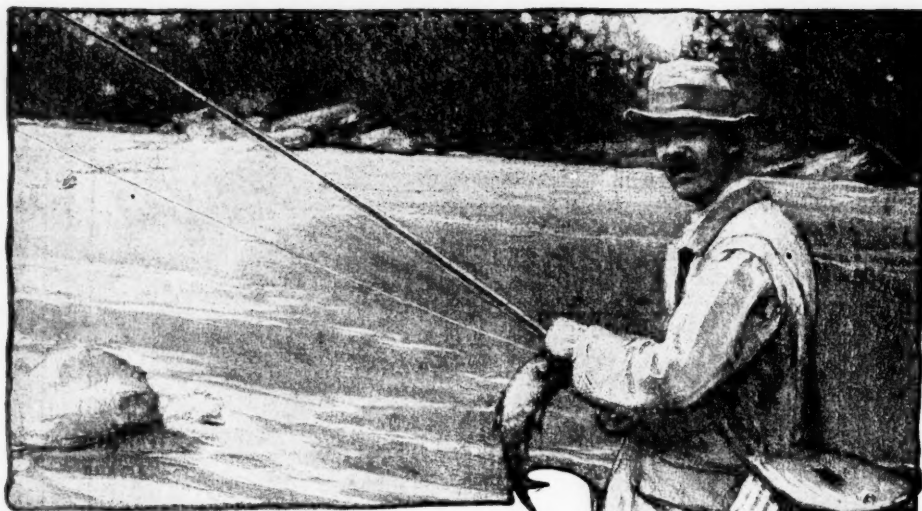
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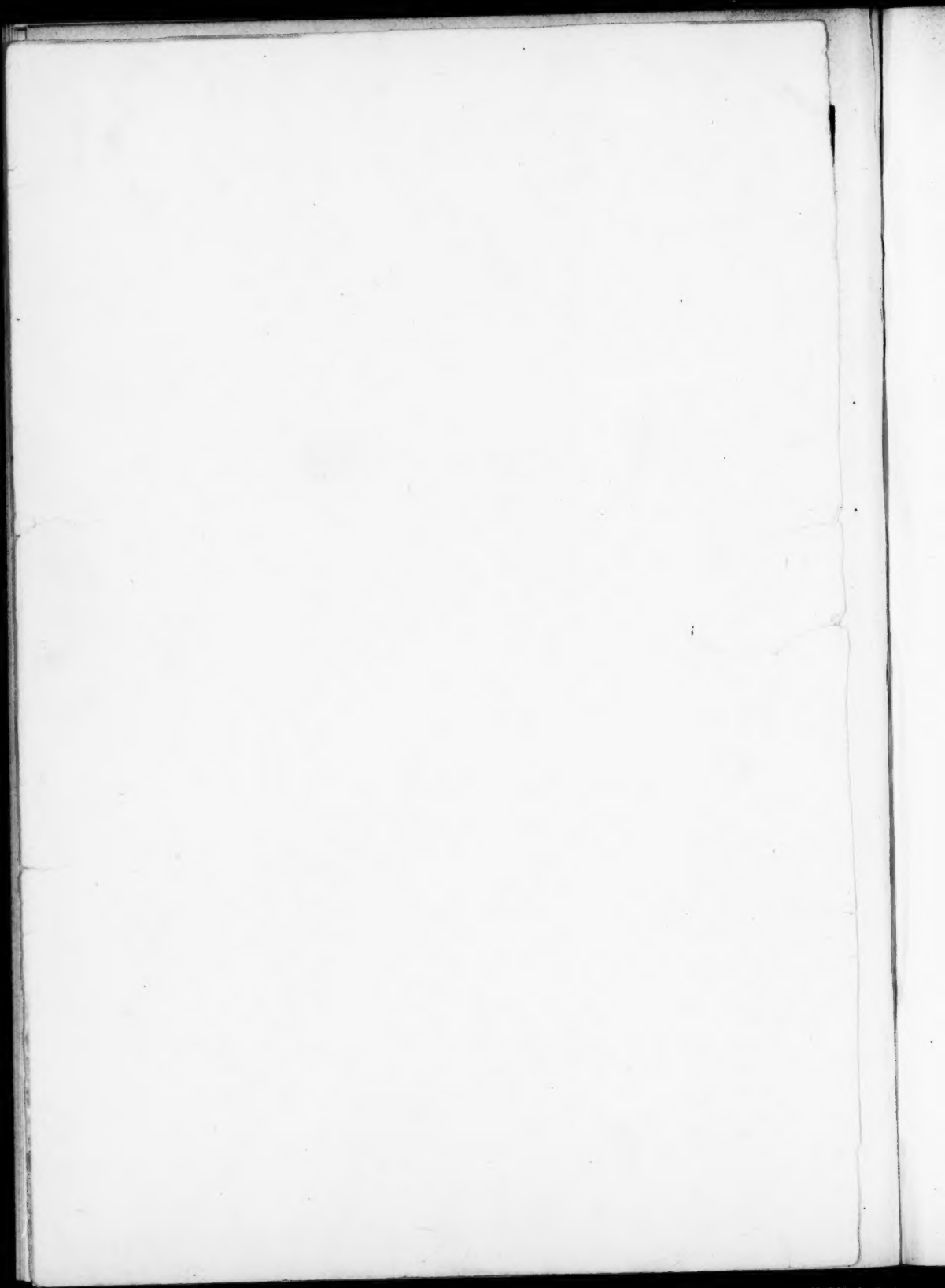


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Passenger Traffic Manager, CHICAGO, ILL.

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Public Libraries

(MONTHLY)

Vol. 9

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Directions for Binding*

Prepared by F. J. Soldan, of the Peoria (Ill.)
public library in 1883

1 In pulling books apart care should be taken not to injure the backs.

2 Each book must be carefully collated, all single leaves and pictures securely pasted in, and all torn pages should be thoroughly repaired with onion paper.

3 Books from which either title-page, leaves or pictures are missing must not be bound, except by special instruction.

4 In pasting in leaves or pictures the paste should not be tipped on with the finger, but with the brush on the pasting board, and with a piece of waste paper over the leaf or picture the required distance from the edge to be pasted, so that the paste is deposited evenly in a straight line.

5 After the leaves and pictures have been pasted in, the books should be placed in the press for one night.

6 The books are to be sewed on linen tapes five-eighths of an inch wide, and there should be used for 12mo volumes at least two tapes, and if they are thicker than one-half inch, three tapes; for 8vo and larger volumes use four or more tapes.

7 In cutting apart there should be left at least two and one-half inches of tape on each side of the book. The first and last sections and the waste papers should be overcast with muslin, and each section be sewed "all along" with the best

Marshall thread. The beginning of the thread must be carefully secured, and as each thread is terminated it must be securely and neatly joined to another and the ends cut off.

8 The back of the book must not be cut off for whipstitching, except when the book is worn too much to be sewed in the regular way, and in such case the consent of the librarian must be obtained.

9 Each section should be opened up to the back in order that all the leaves be caught in sewing.

10 Each volume should be provided with two waste papers.

11 Not more of the margin of the book should be trimmed off than the rough, dirty edge, leaving the book as large as possible. Books with narrow margins should be trimmed on top only, and if the top margin is too narrow it should not be trimmed at all.

12 In gluing, the glue should not be too thick, but very hot, and must be well rubbed in between the sections.

13 The backs should be rounded when the glue is cool, but before it is hard.

14 The boards are to be Davey's tar boards, and for 12mo or 8vo volumes which are thinner than one inch No. 25 should be used; for thicker or large volumes No. 20 or heavier.

15 The tapes must be passed through slits in the boards, cut the size of the tape from the inside to the outside, and securely glued down on both sides and well hammered.

16 The book should then be pressed with tins between boards and book.

17 The backs of the books should

*Used to illustrate the talk on Bookbinding by W. C. Hollands, on page 260.

then be washed with thin paste and allowed to stand for a few minutes to permit the glue to soften, then rubbed off carefully and allowed to dry.

18 All books to have loose spring backs.

19 The lining should then be put on the back of books, one on and two off; or on larger volumes two on and two off.

Morocco binding

20 Books to have from four to five raised bands according to size.

21 Use for backs and corners genuine morocco of the color ordered; thin skins to be used for small work to avoid clumsiness and heavier skins for large books. The leather must be carefully pared round the edges so as to leave no raised joints when pasted down.

22 The sides must be covered with the best Gustav marble paper, which must be glued to the boards.

23 All books bound in this style to have silk headbands, comb marble waste paper, and sprinkled edges. The backs to be finished with extra deep gold, with lines on top and on each side of every band, small ornaments in each field, and lettering according to instruction.

24 In gilding, the leather is to be moistened with vinegar, then penciled with glaire, and when dry rubbed off with a piece of oiled cottonwool.

Cloth binding

25 The whole book to be covered with silk-grained diagonal English cloth fastened with glue. Plain waste papers, calico headbands, open spring back without raised bands, gilding or lettering.

26 When thoroughly dry, books must be pressed again.

Roan binding

27 On work and trimmings same as cloth work, except that the back and corners are not to be covered with cloth, but with straight-grained roan, carefully pared down on the edges, and the sides with marble paper. There is to be no gilding on the back except author, title, and class number.

Bookbinding*

W. C. Hollands, University of Michigan library, Ann Arbor

Bookbinding has been defined as the fastening together, in convenient and durable form, of the several parts of a book, in a solid, flexible manner—that is, solidity of shape and flexibility of the back. The binder of blank books always has this in mind in building a book, and the neglect to do so by library binders is the cause of many of the defects in the binding you receive. The periodicals devoted to the interests of libraries contain many "prints" on the binding of library books.

These are all of value to one having in charge such work or making a study of the subject, but the application of many of them is not always attended with the satisfactory results intended by their author. This may be due to careless execution or misinterpretation of direction. It was with more than passing interest that I first read the specifications for binding prepared by F. J. Soldan, at one time librarian of the Peoria public library, and first published in the *Library journal* for June, 1883; and as these contain more good points than any others coming to my notice, I thought an explanation of some of them, which to me seemed neglected, or to add materially to the durability of a binding, might be interesting. I have the rules in pamphlet form and will speak in regard to them.

Beginning with No. 2. All books to be carefully collated. Where a library does not employ an expert for collating it is best, in most cases, to entrust the entire matter to the binder, as the removal of blank or paged advertising pages from periodicals before sending to bindery is a source of worry and delay to him. All loose leaves and plates securely pasted in. All heavy plates should be hinged, and double plates mounted on guards at the fold. On heavy double plates and maps, the guard should be attached to both sides of the fold with cloth, which, in case the plate

*Read before the Michigan Library association, Oct. 11, 1902.

is broken at the fold, prevents either half from becoming detached.

All torn leaves thoroughly repaired. Many torn leaves may be mended by pasting the torn edges together and allowing to dry under slight pressure between sheets of blotting or waxed paper. If the torn edges have become worn and it is necessary to put a paper over the tear, use "onion skin" and attach with paste or common starch. Do not under any circumstances use mucilage in a book to be rebound.

No. 4. In tipping leaves in do not apply paste too far on margin of sheet; one-eighth of an inch is ample.

Nos. 6 to 10. Sewing is the most important part of a durable binding. It may be done in several ways, each of which has advantages in particular cases. Sewing around the bands or "flexible" is the manner in which fifteenth and sixteenth century books were sewn, and is the strongest for folded sheets. The thread encircles each band, or in case of thin sections or thin paper, alternate bands in such manner that the section is not subjected to the same strain as in other forms of sewing. All dictionaries or heavy books in constant use are best sewn in this way, and the difference in the durability of the binding will warrant the additional expense.

By the usual method, cuts are made with a saw across the back of sections, large enough to hold a cord of suitable size for the book, and the thread, instead of encircling the cord, passes outside of it, firmly imbedding it in the saw cut. When these cuts are too large for the cord, it allows the glue to penetrate to the interior of the volume.

Whipstitching is the method employed when a book consists of single sheets, or where the backs of sections have become too much worn to hold the thread in the usual manner. The sheets are straightened and glued on the back edge and when dry are sawed as in the previous case and then separated into sections of suitable thickness. These sections are overcast along the back edge, around cords attached to the sewing bench, the stitches of each

section, after the first, passing through the preceding section. It is not usual for the sewer to keep these stitches in a straight line on the sheet, consequently when the section is opened the strain first comes on the stitch extending farthest into the margin and the section can not open evenly.

This is superseded in some binderies by a method we employ for books of this class, and which I think may be used on many now thought from the condition of the backs unfit for further binding. The sections are glued and sawed as for whipstitching, but after separating are stitched along the back edge on a sewing machine, with a half-inch stitch, three-sixteenths inch from edge, and these stitched sections sewn in the manner of folded sheets. This I think is stronger, allows the book to open evenly, the strain on the stitches is uniform, and the book can be bound in better shape than one whipstitched in the usual manner. No subsequent operation can remedy some of the defects due directly to careless sewing. If the thread is drawn too tight at the kettle-stitch the outside sections buckle and can not open evenly. If the kettle-stitch is too far from the end of sections it allows the inside leaves to fold over up to the kettle-stitch and become broken and torn. All leather-bound books at least should have cloth joints, and these should not be put on in the usual way, simply over the joint, but should extend around the back of and be sewn on with the outside section. It may be made at little expense for the additional strength it adds to the binding. Objection has been made to this form of joint, that the leaves between which it was attached break off at the edge of the cloth, but I think the fault is in extending cloth too far over section and using a heavier grade than is necessary.

No. 11. I believe in trimming books, but do not mean by this, cropping. There has been much said in the past to the discredit of innocent binders, about the evil of cropping books, but I see in Miss Marten's article on bookbinding in the June number of *Library journal*,

that she attributes it to a lack of conscience, as has been inferred.

No. 13. The new school of English binders are putting great stress on the advisability of square backs in binding.

Mr Cockerell, who is responsible for the latest text-book on the subject, advocates them for all classes of binding. On the other hand Mr Zachusdorf states in his book that the "theory is altogether averse to practical binding. My own experience in their use has not shown any advantage over round."

No. 14. The Davey board is undoubtedly the best but may be used in numbers representing thinner boards than those here specified without impairing binding.

No. 17. One point which I think is neglected by binders generally, is the cleaning of back, before lining up, when books are in boards. If when the books are in the press, the backs are coated with thin paste and all superfluous glue removed, and the books allowed to dry in the press, I think it will aid more in the retention of a permanent shape in the volumes than any other one thing. Too much glue on the back of a book is a detriment to good binding. Books have been brought to bindery less than six months from date of binding, the backs of which had been so thickly coated with glue, that the book had separated from cover, the glue remaining with cover and retaining shape of back, the sewing of book being intact.

No. 18. There is no question about the superiority of a light back, where feasible.

No. 19. A lining of super between headbands, before loose back is put on, is advisable, especially on heavy books.

No. 23. A colored waste paper will wear as long and is less expensive than the marble paper. Gold lines and ornaments are of no value to a library binding. The same expense put into the workmanship on the volume would be a better investment.

No. 25. All cloth-bound books should be sewn on tapes, allowing more freedom of opening, doing away with the unsightly saw cuts, and I think are

stronger. Many of the American cloths are better looking, just as durable and less expensive than the one here specified. Here are samples of binding that show that most any material of good quality will last as long as the average book if well bound. These are copies of what are termed class books, which the library can not furnish in sufficient numbers for the use of special classes and are purchased by members of the class. They are in almost constant use of the hardest kind and have been bound over four years. Each, cloth, sheep, cowhide, and morocco, exhibit nearly the same amount of wear.

For a binding representing the greatest amount of wear for the least expense to execute, I should recommend, sewing on tapes, cloth joints extending around back of and sewn on with outside section, back lined with super or split leather extending over back one inch; back lining and ends of tapes extending into a board made by gluing two of the boards together, edge of board one fourth inch from back, covered with a suitable weight of duck or with good quality, lettered with ink on duck or with gold on leather label. Sewing on tapes allows freedom of opening; by lining the back with leather extending into the boards with ends of tapes, the advantages of a tight back are obtained, as the board is attached both to the sewing and sections of the book, and you must all admit of the good wearing qualities of duck.

Here is a book, the binding of which shows that some one of the employés of a library should have more than a superficial knowledge of bookbinding, where work is let out on contract, or you may receive such work as this, which was supposed to be bound according to the same specifications as this one, and you can all appreciate the difference.

Why should not assistants in libraries be as interested in obtaining practical knowledge of binding, as they are in other branches of library economy?

The Book when Bound

William R. Crawford, bookbinder, Newark, N. J.

The binding of a book is a very complicated process. The pages of the volume must be firmly secured, so that the book can be read comfortably and will not come apart. The book must be permanently held in its cover, so that the two will not separate, and the cover must be suitable for the use the book is to have.

As this is intended for book-lovers and users, I will try and make my description as free from the technical terms of a bookbinder as possible.

For our purpose we will divide the binding of a book into three parts or divisions:

1) Putting the book together; 2) The cover; 3) Putting the book in the cover.

I might here say that I am writing this as if I did not own the patent of an improved method of sewing for library books, etc., or in fact as if I had never heard of such a sewing.

1) Putting the book together. When you get a magazine back from the bindery, open it at the center of one of the sections and notice how the book is sewed, one on or two on. If one on, the thread should start at not more than half an inch from the top, or head, and go to within half an inch of the bottom, or tail. The thread should show that it had been sewed on at least three cords or three tapes, which is very easily seen by following the thread. If sewed two on, part of the thread will be in the next section, and now comes an important point. The sheet that has the thread in the center should have all except about one inch at each end, which is enough to hold the other sheet firmly.

To make it plain I will repeat. The thread that starts half an inch from the end of the book is one inch long, then goes around the cord or tape and into the next section where it should have all the rest of the length of the book but an inch, going back then to the section before and sewing that on with the rest.

It is questionable economy to fill a book with strips of paper to hold in loose pages, as when the binder rebinds such books and takes off the strips, part of the surface of the leaf comes off with the strip, making the leaf weak at the point of sewing, where the greatest strength is required. The more a book is used, after it needs rebinding, the shorter will be its life afterward.

Some binders that do cheap work at cheap prices sew magazines two on, on two cords, and library books the same.

A 12mo volume should be sewed one on, or all along the sheet on not less than two cords or tapes.

A practice that should not be allowed is letting the binder run the section of a book that has the sheets so badly torn that they can not be sewn, through a sewing-machine before sewing. This makes so many holes that the pages are practically perforated, like a check-book, and they tear out almost at the first reading. A much better way is to have the sheets overcast or whipstitched.

In brief, a book not well sewn will have a frail feeling, as if it was ready to fall to pieces, or if glued up stiff, that the back would break by forcing the book open and that it would fall apart.

There are practically three kinds of paper used in books. The best for binding, that holds the sewing and wears the longest, is a good rag paper. (The *Atlantic monthly* is a good specimen.) The second is wood paper (newspaper and cheap fiction are printed on this), which is brittle, tears out and breaks easily; but perhaps the worst paper for the binder is the smooth woodcut paper. In brief, the paper used in the books of today makes it very much harder to sew and keep sewed than that used before photo-engraving made a smooth, hard paper necessary for printing on in half-tone.

2) The cover. I will first name the leathers, with their qualities, that are usually used for library books.

Goatskin, commonly called morocco, is a very tough leather and should wear longer than any other. It never gets hard, and very seldom a book bound in

it has the cover torn off; also books may be bound tight back (that is, without the hollow or spring back) with the sheets pasted directly on the back of the book.

Sheepskin, also called law leather, and when dyed and polished, roan or skiver, is the regulation binding for law books and used to be very durable, but as now tanned with acid it rots in a very few years. Being a very soft leather when finished and polished, it easily rubs and looks worn.

Calf is too expensive and delicate to be considered as a library binding.

Cowhide is now used very much. It can be stamped to imitate all kinds of morocco, russia, calf, roan, and in fact all kinds of leather. It has a hard surface and is not easily scratched or rubbed. Its one fault is, in a few years it gets hard, and books bound in it crack where the cover joins the book.

It is an open question which to do—put cloth or marble paper on the sides, but in the opinion of the writer the new book cloth called art vellum is better than either.

For library uses the imitation leather called tannett, etc., seems to be a failure, as it leaves a disagreeable odor on the hands. Leather is the best to use for library binding, as the back of the leather has a rough surface that holds the sheets more firmly than cloth, art canvas or imitation leather of any kind.

What to bind library books in, is a debated and undecided question, but the writer advises the following:

Illustrated papers, like *Leslie's weekly*, should be bound spring-back, with heavy cowhide back and corners, and art vellum sides.

Magazines, I think, are better bound tight back in half morocco, with art vellum sides. I do not advise raised bands on the back, as they rub and look bad after slight use; and the book looks about as well if the finisher puts on the antique tooling the same as if the bands were there.

Circulating department or volumes smaller than magazines, including fiction, I bind in buffing (which is a split cow-

hide), tight back with no leather corners, but art vellum sides, and with the boards not laced, but pasted up shut, with gutter on each side like a cloth-bound book.

Some libraries like to have juvenile books bound in red, to distinguish them from books for adult readers, which they have in black.

Magazines and fiction should have no gold used on the cover except the lettering, antique or polished tooling looking better in a year or so than gold decorations, which are apt to come out if the book is carried out in wet weather.

A magazine should have the name, volume, and number of the (old or original series if there be more than one) months covered and the year, the charging number optional; circulating department, title, short gilt dash and author immediately below (all in one panel), charging number about one and one-fourth inches from the bottom of the book.

3) Putting the book in the cover. The way the book is fastened in the cover is in some cases more important than the cover itself. If you ask the dressmaker to sew together a piece of broadcloth and a piece of calico she will probably say it can not be done; and yet that is what bookbinders are constantly doing: putting a cover of a heavy leather on a book sometimes of a comparatively very thin paper.

When a book is received from the bindery it should open perfectly free, and when the book is open and the covers laid on the table it should not feel as though it were straining the book apart. The joint where the heavy leather cover and the paper of the book joins should be so constructed that the join of the two is not easily noticed. In brief, the cover should fit like a glove on a man's hand.

In general, a well-bound book can be told better by the way it feels than by its looks; but a good workman will have his books look neat as well as feel right.

In conclusion I might say, a well-bound book may be compared to a well-dressed man: they both feel and look just right.

Binding of Law Books

Extract from annual report of Dr G. E. Wire,
librarian of Worcester Co. (Mass.)
law library, 1903

1) The covering. The older English reports, abridgments, and text books were bound in full English calfskin, tanned by hand, done on honor, largely using vegetable materials and consuming weeks and months in the curing of the skins. As time wore on, sheepskin began to be used, and these skins were tanned and cured in same manner as were calfskins, the difference in wearing quality being but little in favor of the calfskin over the sheepskin; both were used down to about 1825, not only for law books but for all books, so small was the book production of that time compared with the present.

About this time, both in England and America, cloth began to be used for binding of books in history, literature, and general works, and cloth continues to be used in England, in many cases being regarded as only a temporary binding, the top edges being left uncut and fore edge and bottom rough, it being presumed by the publisher that the book will be bound by the purchaser. On the continent this idea is carried still further, and books are commonly issued in paper covers with no pretense at binding. In the United States cloth grew in favor as a binding material and it became the permanent binding for all classes of literature except law, medicine, and theology—these three classes still clung to calf or sheep full binding. By 1860 medicine and theology began to appear in cloth binding, and in the next decade grew so much in favor as to supersede sheep, which had long before taken the place of calf for binding. Now medicine is offered in half morocco as an alternative binding, and theology is largely in cloth. Through all these years law has clung to leather, more so in this country than in England, for the English publishers have been sending out their law books in cloth cases for the last twenty years. In the United States a few text-books may be had in buckram, but no state has yet dared to send out its re-

ports in anything but sheep. New York state has made a beginning, and offers as an innovation a choice between a canvas binding and sheep—needless to say that we immediately chose the canvas. This is a strong binding, will wear better than sheep and stand on the shelves much better. Mr Dewey, when librarian of Columbia university, 1883–1888, first used morocco as a substitute for sheep in binding and rebinding, choosing a color which is almost identical with that of sheepskin after it has been on the shelves for a few months. When he went to the New York State library, whose law department is second in size and importance only to the library of the United States Supreme Court, he introduced morocco there as a binding for law books. Since then morocco has been introduced as a material for binding law reports, digests and text-books in the law department of the University of Michigan, and in the Chicago Law institute. The fundamental principle is that all animal fabrics last longer in the hand, all vegetable fabrics last better on the shelves. A cloth binding will stand on the shelf under the influence of gas, light and superheated air for years in good condition. A leather binding, particularly calf or sheep, will rot out in a few years under the same conditions. Morocco will endure longer than sheepskin, for the modern sheepskin is, without doubt, the worst covering put on books at this time. All woolly skins are weaker than hairy skins, to begin with, and the process of tanning is a cheaper one with sheepskin than with calfskin or goatskin. Furthermore the skin of an immature animal is weaker than that of a mature animal. Calfskin is that of an immature animal and is not so strong as goatskin, which is from a mature animal. Mineral acids are used in tanning sheepskins and are not sufficiently cleared or neutralized, and the remaining acid, especially when assisted by strong daylight, gas and superheated air, soon reduces the skin to powder. The mineral acids are used to some extent in tanning the poorer grades of morocco, especially the dark colors,

and with much the same effect. The better grades of morocco are tanned with vegetable agents and expensive dressings used in finishing them. Furthermore, all of these skins, calf, sheep, and morocco, are split in process of tanning and curing, and are thus deprived of much of their strength. Calf-skin is generally split so thin that it loses most of its strength, and from being the strongest skin in the boot and shoe trade, becomes the weakest skin in the binding trade. Before any of these skins are applied to the book they are still further reduced by paring or skiving until they are weaker than buckram, and in many instances hardly stronger than a heavy linen paper.

Text-books have uniformly a better grade of sheep than reports, but this rule varies according to place and publisher. The larger publishers, as a general thing, use better materials and do better work than do the smaller publishers. The state printers, as a rule, under the contract system, use the poorest materials and do the worst work.

Absolutely the worst bindings, paper, and printing are to be found on and in the session laws. The sheep is the poorest kind and half rotten when we receive them fresh from the agents. They are official and should be in more permanent form, but instead of that some of them will moulder away in a comparatively short space of time.

Among the thousands of sheep-bound volumes in this library I have selected two sets as representatives of the best and worst sheep binding. Gratton's Virginia reports, 1845-1881 inclusive, have been kept in the gallery of the book room for the past twenty years, exposed to the by-products of illuminating gas and the heat, which is of course greater in the gallery than on the floor. The binding of these reports is a sheepskin, nearly white in color, of good grain, firm texture, sumac tanned, and this set of reports is renowned for its wearing and staying qualities.

No more of this tannage of leather can be procured and it has gone out of use. These volumes show no deterior-

ation on the back, no tendency to scale off or to crack on the joint, and are sound and in first-class condition today. The slight change in the color of the backs of some of the volumes is due more to dirt than anything else, the sides of the same volumes being clean and white as when put on the books. These are in marked contrast to most of the state reports and especially the reporters which are rapidly turning to a reddish brown and disintegrating on the backs. The worst binding is a set of New York supplements, vols. 1-28. These run from 1888-1894. Each volume bears in the handwriting of the former owner the date of receipt, so we have definite date to work from. The first volume is dated September 5, 1888, and the sheepskin is reddish in color and coarse grained, soft in texture and evidently acid tanned. On the back, the reddish color is more pronounced and the leather has so disintegrated under the action of gas and heat that it can readily be picked to pieces with the finger-nail; the leather has scaled over the joint, which is very weak. This set was bought by the library in November, 1898, and therefore this disintegration occurred inside of ten years. Some of the later volumes are even worse, the leather having cracked at the joints and the backs being loose. Ten years for a binding which is not used more than these bindings are, is far too short a time for such disintegration. In fact, where the leather bindings are much used, the oil from the hands tends to preserve the leather. The reports, however, are not subject to hard usage as a general thing. The shelf use is more than the hand use, and for that purpose cloth is better than leather. In the case of text-books, after a new edition comes out the older one is better off in a cloth binding than it would be in leather binding.

2) Sewing and gluing up. As a general thing, text-books and reports are hand sewed, two or three on. One set of cases, and a few text-books and reports come machine sewed. A good machine sewing of suitable weight paper, is better

than poor hand sewing. The best made text-books and reports are not well sewn and are liable to have loose sections in consequence. They are glued up with ordinary glue instead of flexible glue and poor quality of paper is put on for lining up. Unless carefully opened when they are green, the backs are liable to crack and sections become loose.

3) Lacing in. Inasmuch as they are generally leather work, law books are laced in, but only two strings are used, the center one being cut off. In one instance I found the holes were made with a punch, cutting out a piece of the mill board and of course not holding the string tightly where it was beaten down. One set of cases now comes machine sewn on two tapes, which are laced in and a piece of super turned over the joint, midway of the tapes, making the strongest binding we buy.

4) Finishing. What is lacking in materials and workmanship is made up in finishing, in all cases except a few reports. The squares are true, backs well rounded, and lettering is neatly done on title leathers. As a whole, however, they are not to be compared to good job binding for durability.

Specifications for Binding. Books to be sewed as sent down, unless an obvious mistake has been made. In case of doubt, book to be laid aside and library to be notified. Directions on slips with volume to be followed, unless sample back or volume is sent, or a new combination made up. All books to be sewed all along with best Irish linen thread, octavos and smaller on four strings, quartos and folios on a proportionally greater number of strings. All maps and charts to be backed with muslin, all plates to be mounted on muslin hinges and not to be refolded unless necessary. Better way is to cut off the inside and outside margins if any shortening is necessary. Trimming to be done only to match other volumes of set. No bleeding to be done. Where directed only rough trimming to be done and some cases to be trimmed only on top and other edges to be left

rough. Covers and advertising matter to be bound as placed either in middle of volume or at end. Tops to be burnished or sprinkled as case may be. All books of one hundred pages or over to be laced in boards on full number of strings. When so stipulated, heights of books to be followed by trimming down or stiling up, as case may be. Books to be covered with full Holliston cloth, morocco, calf, or sheep, as directed, or three quarter morocco, calf, or sheep, as directed. Millboards, endpapers, marblepapers and all coverings, to be of best quality. Sample book of leathers, cloth, and paper to be made up. Price-list of bindings, as to materials and sizes, also to be made up. Mark Worcester County Law library, at bottom, in ink, on all law reports.

Repairing Law Books

Extract from report of Dr G. E. Wire for 1904

Early in the summer we placed an order for three dozen goatskins, natural color, full thickness, rather dry tanned. These skins cost approximately \$22 a dozen and each skin will furnish backs for some nine octavo volumes. This leather is almost the shade of sheepskin, has a moderately rough grain, takes dyeing, lettering, and gilding well, and is strong and tough. It will outlast and outwear any calfskin or sheepskin on the market. These skins are imported goat and were ordered for us by White, Son Company of Boston.

Extract from a letter date of March 5, 1904, from White, Son Company, Boston:

Referring to your inquiry some time since regarding the natural color morocco, we would state that this is one of the American products made from an imported skin, which is retanned and grained in this country. The goatskins come from either Germany or India and the tanning process there is usually accomplished by the use of some gum agent, such as gambier, kutch, etc. They are roughly tanned by the natives and brought to Madras, where they are marketed and sold to either the United

States or London. A majority of these skins is used for shoe work, and only the nicest and best of them are adaptable for book work.

The repairing processes were as follows:

The backs were removed and in some cases preserved, in others only the titles and volumes were worth saving. The book plates were soaked off the inside covers, and fly-leaves with autographs or interesting data were also removed and preserved. The backs were then carefully cleaned down to the paper, looking out for all the bands and for the stitching. These backs were then pastewashed, cleaning off all glue and getting down to the original back. A thin pastewash was applied to the back and then a thin coat of flexible glue was spread on this paste. During these processes new backs had been cut out, skived down where necessary and wet up with paste so as to be soft and flexible.

In case of tight-backed books and sewed over bands, the new backs were not lined but were pasted directly to the paper, great care being taken to mold the new back when moist and soft over the old bands. In case of loose-backed books a specially made hardware paper was used for lining over a piece of super-cloth for hinge. Then the new back was put on with paste. The backs were doubled in at tops and bottoms and worked in around the edges. Great stress was laid on pasting this new back firmly down to the boards under the old leather, getting a better hold on the board. The books were allowed to dry and the supers and endpapers pasted up and bookplates, etc., were inserted in their proper places. Then after all was dried, the book was closed and kept several days under weights before finishing.

In finishing, pastewash was used on some, but the majority were treated with a thin coat of vaseline, both the new back and the old sides, very much to the improvement of both.

In case of folios a hinge of English calfskin was used instead of the super-

cloth. In a few cases the original backs were used entire, but under washing and vaselining they turned so dark that the volume numbers had to be gilded on to be visible. In some cases the original titles were put back on, in others new titles were made, and in still others the red and black bands were stained on and then gilding applied to these. The results of experiment went to show that on the whole the new leather with red and black stain and gold on these was most satisfactory. Careful records have been made of just what was done to each lot, so that they can be watched and compared from time to time. Instead of picking out volumes from a set it seems best to take the part or whole of a set and repair them instead of watching for individual volumes to become worn.

Binding*

Joanna Hagey, Fremont, Neb.

Binding is a large question in all libraries. Periodicals are being constantly added which must be put into a permanent cover if they are to be used and preserved. Each day books are discovered which need rebinding.

It is hard to decide just when a book should be rebound. If it is a popular book the librarian dislikes to take it out of circulation. When the sewing becomes weak, and sections or many leaves are loose, the book should be laid aside for rebinding. If the book be used more there is danger that parts may be lost and so the book will be comparatively worthless.

There are two classes of binding which must be considered: leather and cloth, although the English never call a book bound until it is in leather.

In leather work there may be the full leather cover, one-half work with leather back or three-fourths work with leather back and corners. Many binders make no distinction between the last two, but call both one-half leather.

Many different kinds and grades of skin are included under the term

*Read before Nebraska Library association, Oct. 7, 1903.

leather. To begin with the highest, morocco or goatskin, Levant morocco is the best grade, but the cost is prohibitive for the average library. Hausmann morocco ranks next. The last named is made in Germany, so only the largest binderies import it, although some will show samples of what they call Hausmann, while others will honestly confess their ignorance. There is no reason why America could not produce as good a quality, but in this country there is too much hurry so that the skins do not remain in the different processes long enough. The price of morocco depends upon the size, thickness and finish of the skins. Morocco is less sensitive to heat and dampness, and retains its flexibility much longer than any other leather. It takes lettering well. Handling helps to keep it in good condition. This leather is especially good for the binding of those heavy books which are to be preserved and used as periodicals and reference books.

Persian morocco looks and wears well but is apt to fade; heat makes it hard and brittle.

Bock is an imitation morocco made from Persian sheep. It is difficult to distinguish it from genuine morocco when new, but it wears little better than roan.

Calf becomes brittle and wears out at the joints, heat and gas reduce it to powder, it is easily soiled and scratched.

Sheep, whether called sheep, roan or skiver, should be avoided. These leathers crumble when standing on the shelves. The darker colors are especially bad for the poorer skins, which show flaws when light are recolored. Skiver is split roan and can only be used on thin books on which cloth would be better. The only use for skiver is for labels on sheep or cloth-bound books, as the lettering shows well on the darker colors.

Genuine russia is poor for library purposes, as heat and gas have a disintegrating effect upon it.

Imitation or American russia, made from cowhide, ranks next to morocco in wearing qualities.

Pigskin has been thought to mildew

and it becomes brittle if not handled. It is very strong and probably forms the best binding for table books, as dictionaries and catalogs. It stands rough usage without becoming scratched or shabby.

After the question of kind of leather has been decided the color must be selected. Light leathers soil easily and the dark are tender. Lighter browns, greens, and maroons are the best. Mr Spofford considers red one of the best colors, as it is dyed with cochineal and holds the color most permanently. Red bindings brighten up a room.

In theory each leather has its own characteristic qualities, but in fact the skins are flattened, grained or polished until all individuality is lost and even an expert is puzzled.

The rapid decay of modern leathers has been attributed to the sulphuric acid used in dyeing and to the lack of ventilation of rooms in which books are kept.

Shaving of thick skins is bad, as it lessens the strength by cutting away the tough inner fibers.

Sound leather should tear with difficulty, and the torn edges should be fringed with long silky fibers. Poor leather tears easily and the edges curl up.

Ideal leather has great flexibility, firmness, and retains the natural grain with a surface not easily marred by friction.

Much leather is injured in order to obtain a perfectly even color. It would pay a library not to be too particular that the skin is all of one shade or entirely flawless. The flaws may be purely superficial, and not affect the wearing qualities or not greatly mar the beauty of the book. These skins are much cheaper than those which are perfect.

The word cloth when applied to bindings may mean one of the several varieties; buckram, which takes gold and glue badly, and soon fades and becomes brittle; duck, which roughens, catches dust, sticks to the next book, is hard to letter and fades. The trade use the words duck and buckram interchangeably, but buckram is glazed more highly than duck. Holliston cloths are the

best wearing. Unless otherwise specified and insisted upon, the binder will use what is called art canvas. This looks well at first, but usage soon wears all color off the edges and corners.

When half or three-fourths leather work is done the sides may be of marbled paper or cloth. Those books with paper sides slip against each other with little or no friction. Cloth blisters when wet. Both paper and cloth wear out on the edges, but paper is easier to replace.

Binders prefer skiver labels on cloth-bound books, as it is easy to letter. The machine used to gild cloth is very expensive, so that only the largest binderies can afford to own one. Binders claim it is very slow work to set up type and print the cloth with ink. Skiver labels look well at first, but after much usage the lettering becomes obliterated and the edges of the labels curl up. Dampness and the moisture from the hands tend to loosen the glue under the label. When the last books were returned from the bindery we shellacked part of the labels; note was made of the books so treated, but after a few circulations the shellacked labels appeared much brighter when the books were standing on the shelves. The binder offered to do it after this.

Mr Spofford said the qualifications of good binding are flexibility, ease of opening, and elegance. The sewing must be well done, the back neatly rounded and the lettering even.

The ordinary cloth-bound books of the trade form what is called case or edition work. The cover is made and dropped into the cloth. The hinges are of thin cloth or paper. The sewing is done by machine in a very inferior manner. The Wisconsin Library commission investigated the wearing qualities of books issued by different publishers and it was found that those books bearing the imprint of Houghton, Mifflin & Co., the Macmillan Co., were the best. At one time it was decided to issue a special library edition of certain popular books. This edition was to cost a little extra but was to possess superior wearing qualities.

When the library is to have binding done, bids should be asked of representative binders. These bids should give prices for books of different sizes, as the ordinary circulating books and periodicals like *Century*, *Harpers' weekly* and *Youth's companion*. Samples of materials and work should be submitted. Work and material as well as price must be considered when a contract is to be let. The cheapest may prove the most costly in the end.

If the local binder can do satisfactory work it is best to patronize him. The citizens will be pleased to have public funds expended in the home town. It is convenient to have the books in the city so that they may be consulted in an emergency. There will then be no delay or expense for transportation. If a non-resident binder is employed, arrangements for carriage must be made. Some binderies will only pay for the drayage in their own town, others will pay the freight one way.

Specifications describing the style of binding, sewing and lettering should be sent with the books.

In considering the binding suitable for different kinds of books, periodicals will be treated first. These should be bound twice a year, so as to have the volumes available as soon as possible. To the small library whose reference collection is limited, the bound periodicals are a mine of information when used in connection with Poole's index and the Cumulative index, or Wilson's guide to periodical literature. As the periodicals are used by means of the indexes, the volume numbers should correspond. The lettering in the fourth panel would then have the year, months, and volume. The convenience of having the second series number will repay any extra cost of lettering, so it would read as follows:

1883 or 1883-84

298

Ser. 2

14

It is unnecessary to have v. or vol. before the volume number.

The title-page and contents should

be in the front of the volume and the index at the end, unless clearly paged to go elsewhere. A few periodicals have the title-page and index in the magazines, but one must write the publishers for most of them. If they have not arrived before the periodicals are sent to the bindery, guards should be inserted upon which they can be pasted.

An index to a number of volumes should be bound separately. It is well to have sample backs made for the different periodicals, then the style of binding, lettering, and amount of trimming can be uniform. These sample backs cost 25 cents and should be returned with the books, as they might be lost at the bindery.

One-half Hausmann morocco should be used if the library can afford it. Paper or cloth sides could be used, as the librarian prefers. If the library does not wish to go to the expense of morocco, which is \$1.10 for the Century, then American russica can be used, which is about 81 cents a volume.

Covers and advertising pages should not be bound in unless for a large reference library. They only add to the cost and size of the volume.

Reference books should be bound in the same style as periodicals.

Pamphlets should be classified, and several on the same subject can be bound together. Granite or colored papers should be placed between the different pamphlets. These are bound in cloth.

Circulating books are generally bound in cloth; a few libraries have one-half American russica or one-half roan. Cloth is about 10 cents cheaper than the one-half work, and wears as long as the paper.

When the book reaches the bindery it is taken apart and collated to see that it is a perfect copy. Tears are mended with onion skin paper.

The strength and life of the book depend chiefly upon the sewing. Too few bands or too many sections sewed at once weaken the book.

Every volume higher than 15 centimeters should be sewed on at least three bands. First and last signatuers

should be overcasted. The old way of sewing was on raised bands, but in this time-saving age saw cuts are used. If the cuts are deep the book will not open well and the margins will be too narrow for the book to be bound again. The sewing should be done on soft twine, with Hays' Irish linen thread. The thread should encircle each band. If only a few leaves in each section, sewing "all along" would swell the back too much. "All along" sewing takes longer and is more expensive; "2 or 3 on" is as good sewing as most libraries can afford.

Thick plates and maps should be mounted on guards; folded plates or maps should have muslin hinges.

Sewing on bands sunk in saw cuts is the method usually employed. In Crawford, sewing holes are punched for the threads instead of using saw cuts. No bands are used except for periodicals.

Cedric Chivers of Portway, Bath, Eng., has a special binding called duroflexile. He buys books in sheets. The books open well and are said never to need rebinding.

Forwarding is the next process. The edges must be trimmed a little to remove traces of soil and usage.

The rounding must be carefully done that the sections spread out in a perfect fan shape. If not done evenly the center of the book will soon bulge and the joint can not be made true.

Davy's medium tar board is best for the cover. The boards are cut a trifle larger than the book, so as to protect the leaves. Two holes are punched opposite each band. The bands are laced through the holes, pasted and pounded or knocked down into the board so that the ridges will be slight. These laced bands form the foundation of the hinge. In the Crawford binding, of circulating books, where no bands are used, the cloth for the hinge is sewed right in with the outside sections.

The lining papers should blend well with the outside of the cover. If marbled paper on the outside then the same paper should be used inside; if cloth

cover or sides marble, granite or lithograph paper may be used for lining.

Vellum must be used with paper sides to protect the corners. These corners are made from scraps, so nothing is added to the cost.

Backs may be either tight or loose, the tight back for wear and the loose back for beauty. The tight back forms a strong hinge and should be used on all heavy books. It has a tendency to wrinkle the leather and mar the lettering.

The book is now said to be ready for the finisher. Only plain letters and Arabic figures should be used in lettering. No punctuation is necessary. There should be no tooling except plain cross bands or a plain fillet at edge of morocco. Author's name should be in top panel, title in the next, editor or translator in third, if it is best to be added. In periodicals the name is put in the second panel and the volume in the fourth.

Narrow books should be lettered lengthwise. There is no agreement as to whether the lettering should read up or down.

Edges may be gilded, burnished, marbled or sprinkled. The last is best for much-used books, as it is cheap and soil does not show.

There should be no false bands on the back; it is practicing deceit to make the book appear sewed on raised bands. The leather is injured by stretching over these uneven places.

Head bands add to the strength and appearance of the books.

After all this discussion of binding we must go back to the librarian who prepares the books for the bindery. Books must be carefully looked over to see that no pages are missing.

A binding slip must be made for each book, indicating the style of binding and the lettering. It should never be left to the binder to decide what shall be put on the back. The Library Bureau and Democrat Printing Company of Madison, Wis., each print binding slips. P slips may be ruled and used. The slip should be attached so that it will go through

all the processes. It may be mounted on a guard or tipped in the book.

All books sent to the bindery should be entered in the binding book. The Library Bureau publishes one, but a strong account book will answer the purpose and be much cheaper. This book has the record of all books sent to the bindery. The lines of the lettering are indicated by vertical lines, accession number, date of sending; cost and date of return are the other necessary items. The book cards charged to bindery might serve as the binding record for circulating books.

Books returned from the bindery are treated as new books if they had not already been accessioned and cataloged. If the book had previously been accessioned the binding is entered in the remarks column, and the cost above the original cost. If a pamphlet or book had been cataloged while in a paper cover the penciled "umb" on the catalog card must be erased.

Another style of binding has not been mentioned—that of newspapers. These are best sewed by stitching several on the machine and then sewed "all along."

From the Seat of War

Irkutsk, nearly 4000 miles east of St Petersburg, though containing only about 60,000 inhabitants, has, besides its large museum, an elegant opera house, vying in proportions and fulness of equipment with anything found in America outside of New York city. It has a public reading-room and a library containing books and magazines in all the leading languages of Europe. At Blagovyeschensk, on the Amur river, 1400 miles further east, in a city of 30,000, one will find, in addition to a well-equipped hospital, library and museum, a community of such high musical culture that a local society renders with ease and in most creditable style such choruses as those of Saint-Saens' *Samson* and *Delilah*.—*Frederick Wright in the American monthly Review of reviews.*

A. L. A. Meeting, 1904**The St. Louis conference, October 17-22****State meetings**

Missouri, Kansas, and Iowa have arranged for the meetings of state associations in St. Louis during conference week. These meetings will be held in their respective state buildings, which are all close to A. L. A. headquarters, and arrangements can be made for party luncheons at the Inside Inn, either before or after meetings.

The secretary would like to hear from the officers of any other state library associations that are planning such meetings, so that exact information may be printed in the official conference circular to be issued in August or September.

Membership and handbook

It is hoped that 1904 will be the banner year in total membership. The names of all persons joining the A. L. A. before August 15, and of all old members paying 1904 dues before that time, will appear in the new handbook to be issued in September. All who expect to be at St. Louis, indeed all who maintain membership in the A. L. A., and all of the 5000 library workers not now members are urged to pay the dues for 1904 in advance, and not wait until the conference week, for on many accounts it is desirable that the membership list in the new handbook be as representative and complete as possible.

Headquarters at the Inside Inn

The Inside Inn, a large hotel erected on the exposition grounds, has been selected as A. L. A. headquarters. The management of this hotel is very insistent in advising the reservation of accommodations a long time ahead. Its rates, as advertised, are, European plan, \$1.50 to \$5.50; American plan, \$3.00 to \$7.00 per day, these rates including daily admission to the World's Fair. A booklet describing the hotel and its accommodations will be mailed on application to The Inside Inn, World's Fair Grounds, St. Louis.

Mr Crunden writes: The smallest rooms are large enough for a double

bed, wash-stand and dresser; none of the rooms are extremely small and some are very commodious. Rooms and halls are prettily papered and I can speak in terms of decided praise of the bedsteads and mattresses. The house is well supplied with plumbing, and every precaution has been taken against fire. Hose and standpipes are to be found everywhere, and 150 fire extinguishers, while at each intersection of the main hall with the cross halls, a person is stationed day and night. Further, there is the exposition engine house within a stone's throw of the hotel.

Advance attendance registration

The secretary will print the usual advance attendance register, and names of those who will be at St. Louis may be sent to him at any time.

J. I. WYER JR., Secretary.

A. L. A. conference rates

The A. L. A. conference this year will profit by the rates which have been fixed for the St. Louis Exposition traffic, and which are considerably better than our usual fare-and-one-third arrangement. One fare plus two dollars will be the rate for the round trip, good for fifteen days from date of sale. This makes the fare from Chicago \$9.50 for the round trip, and \$2.00 for sleeper. Persons who desire a longer time limit may avail themselves of the sixty-day tickets, which will be sold at the rate of one fare and one-third for the round trip. A L. A. travel arrangements are in charge of the following committee, who will be pleased to answer any questions: F. W. Faxon, Boston Book Company, Boston, Mass.; Frank P. Hill, librarian, Brooklyn public library; C. B. Roden, Chicago public library.

Model library

The model library will be shown in the Missouri state building. It will be made up of the books listed in the new A. L. L. catalog, and opportunity will be afforded to question, examine, criticize, and use the books. It will be conducted by the St. Louis public library, and will be a valuable object lesson.

Public Libraries

(MONTHLY)

Library Bureau	- - - - -	Publishers
M. E. AHERN	- - - - -	Editor
Subscription	- - - - -	\$1 a year
Five copies to one library	- - - - -	\$4 a year
Single number	- - - - -	20 cents

PUBLIC LIBRARIES does not appear in August or September, and 10 numbers constitute a volume.

Reprint of Public Libraries—Owing to a large demand which it was impossible to fill out of the first edition, a second issue of the catalog number of PUBLIC LIBRARIES for March, 1904, is being printed. A number of requests for subscriptions and single numbers were answered to the effect that the issue was exhausted. It will be possible now to fill those orders and those still wishing the number are requested to send in their orders again.

Professional courtesy—There has been always a remarkable absence of the spirit of contention among librarians, and in its stead an equally remarkable carrying out of the principle of whatever ye would that men should do unto you, do ye even so unto them. There has been room for a difference of opinion as to policies and methods, for it is a large and many-sided question that librarians are considering; but with a very few exceptions, there has been an absence of unjust criticism and effort to place another at a disadvantage among the library workers, particularly among the members of the A. L. A. The utmost cordiality has always existed among the authorities of the library schools, commissions, and other divisions in charge of the various activities, while the esprit de corps among the ranks has been one of the most potent charms for everyone concerned.

It would be most regrettable if a change should come in this record. The greatest power for good in association would be destroyed if occasion should arise to question the good faith of those in whom power lies to make or mar the position of others. It would be a question at once, how far professional

courtesy would demand that one should ignore circumstances that seem to point to an absence of that cordial spirit which had been taken for granted. Occasions of that kind mark the beginning of a growth that will eventually lead to the same deplorable conditions that exist in too many bodies organized originally in a different spirit for different purposes.

Binding number—We are presenting this month some excellent suggestions on binding and repair, by those who are qualified from various standpoints to speak authoritatively.

It should be borne in mind that the dress in which a book appears has an influence of no mean proportion in accomplishing the mission of the latter. For that reason it is quite inexcusable under any but the most extraordinary circumstances to cover the books in a library. Their bright covers often with real artistic designs carry a message equally with, and sometimes more impressively than the contents of the volume. But this principle is often disregarded in rebinding, and a dull color covering a soiled book vitiates the moral and artistic sense of the borrower. The less the surroundings of a reader call into action the appreciative sense of beauty and color, the more it is incumbent upon the library to supply that defect as far as it can in what it has to offer. Loose leaves and torn corners are downright offensive to good taste, and should be remedied as soon as discovered in all books that are desirable in the stock of the library. If there are books that do not deserve redressing then they should be discarded at the first possible moment.

The magazines that are proper for a permanent library volume should be bound at the earliest possible moment, after the completion of the volume. Much of their value as reference books lies in the timeliness of their material, and they should be made available at once to the public. If they are used very much before they are bound, they will become frayed and possibly unfit for binding. It is poor economy to keep volumes of magazines tied up on the

shelves. Invariably deficiencies have to be made up when bound later.

The special number feature of this year has met with the greatest welcome by our patrons, and we are pleased to be able to supply the needs which become apparent by this practice.

Literature about libraries—The literature about libraries, their history, their management, schemes for their promotion, classification, and cataloging ideas and the like, from the seventeenth and eighteenth centuries, is quite large. It is an interesting commentary on the condition of library work in this country that this literature is not to be found in our libraries. A letter of inquiry was sent to a dozen of the largest and most important libraries of the country to ask if they had any or all of a brief list of the most important seventeenth-century books and pamphlets on libraries and their management. Of those that replied none had the whole list. A few had one or two books. The little series of volumes to be issued by Mr Dana and Mr Kent cover some of the most attractive and most important things in this early library literature. The cost of them is slight. It would seem that even small libraries would be glad to take advantage of this opportunity to secure sets of books, which, at present, it is almost impossible to find anywhere in the country.

Value of catalog annotations—The following, from the report of the Dayton public library, gives a helpful suggestion for other libraries:

The value of the annotations in the catalog, and the desirability of bringing their information as to scope and treatment of books directly to the reader who has the book in hand, working from the shelves rather than from catalogs, has led to the experiment of tipping a slip containing the catalog annotation directly into the book. The idea has been received so favorably by the public, and seems so helpful to them in their selection of books from the shelves, that it is being done for all books for which the cataloger makes annotations.

Mr Dewey's Proposed American Library Academy

Mr. Dewey's proposition to found an American library academy is interesting and in the right direction. Many of us must have felt during the last two conferences that there was much reason in Mr Soule's suggestion some years ago that the membership of the A. L. A. ought to be restricted, though restricted of course it can not be. The solution of the problem to bring those interested in the larger aspects of librarianship closer together so as to form a distinct body of leaders, should be found, if possible, within the present body of the A. L. A. without grafting on to it an outside body like the proposed academy. There is already an embryo of such an organization. I mean the fellowship. The present arrangement by which those who can afford, and who choose to pay \$5 a year to the association shall be honored by the name Fellow, seems rather out of place in such a distinctly democratic body as the American Library association. That it could slip through in the revision of the constitution has never ceased to surprise me. Let us institute a fellowship of the association's own creation, consisting of the councilors, ex-councilors, and such others as may be elected to fill the number of one hundred. Let the time of fellowship be ten years, as Mr Dewey proposes, so that a councilor remain a fellow for five years after his councilorship has ceased. The fellows should organize with officers of their own, who should be chosen from among those who are neither councilors nor officers of the main body. They should hold one preliminary session at the beginning of each A. L. A. conference, and regular sessions after its close. These sessions should be opened only to fellows. Whether a separate meeting at another time of the year would be feasible, or would give better results than one at the close of the A. L. A. conference, is doubtful.

AKSEL G. S. JOSEPHSON,

The John Crerar library, Chicago.

May 20, 1904.

Johann Gutenberg and the Invention of Printing*

Syllabus to accompany an exhibition

Aksel G. S. Josephson

Introduction

The following notes, which accompanied the exhibition, were intended to give, in a short outline, some idea of the results of the latest investigations into the history of the invention of printing.

Little has been written in English on the subject. Jan Henrik Hessels, a Hollander by birth, but long a resident in England, has contributed two important works which will always have great value on account of their destructive criticism of many spurious documents, and their excellent method. The author has made a mistake, however, in regarding nearly all documents that are favorable to Gutenberg as spurious, and he is essentially an advocate of Coster, which naturally somewhat invalidates his arguments. It has happened that documents which he has pronounced spurious because the originals have been seen only by persons whose veracity has been doubted, and because their whereabouts were not known when he wrote, have now been found, and their authenticity completely vindicated. Curiously enough, Hessels first translated Antonius van der Linde's *The Haarlem legend*, London, 1871, where its author completely riddled the claims of Coster. At this time Hessels was a supporter of Gutenberg, but afterward, perhaps disillusioned because of the carelessness of van der Linde's investigations, he became an advocate of the other side, and disclaimed Gutenberg in the two books. *Gutenberg: was he the inventor of printing?* London, 1882, and *Haarlem the birthplace of printing, not Mentz*, London, 1887. Hessels also wrote the article *Typography, part 1, Historical*, in *Encyclopædia Britannica*, ninth edition. William Blades, the biographer of Caxton, has also taken part in the discussion, on the same side as Hessels, in two papers, *On the present aspect of*

the question, Who was the inventor of printing? and *De ortu typographiae*, both reprinted in his posthumous volume, *Books in chains and other bibliographical papers*, London, 1882. The most important work in English, from a historical and technical point of view, is Theo. L. De Vinne's *The invention of printing*, New York, 1876. The author is a staunch supporter of Gutenberg, and his position has been vindicated by the recent investigations of Dziatzko, Zedler, Schwenke, and others. Being a practical printer of large experience, he has studied the question from technical as well as from historical points of view, and has written a book that is still of great value. The first chapters of *Early printed books*, by E. Gordon Duff, London, 1893, may serve as a convenient introduction to the subject.

Anyone wishing to study the question in all its bearings, especially the investigations of the last 25 years, must go to German sources.

In addition to the works mentioned below the following are the most important recent works:

Dziatzko, K. Was wissen wir von dem Leben und der Person Joh. Gutenbergs? (In Samml. bibliotheksw. Arb., no. 8. Leipzig, 1895).

—, Beiträge zur Gutenbergfrage. (Same, no. 2.) Berlin, 1889.

—, Gutenbergs früheste Druckerpraxis. (Same, no. 4.) Berlin, 1890.

Schorbach, K. Strassburgs Anteil an der Erfindung der Buchdruckerkunst (In Zeitschr. f. d. Gesch. d. Oberrheins, N. F. Vol. 7, no. 4, Freiburg i. B. 1892).

Gutenberg-Feier in Mainz, 1900. Festschrift im Auftrage der Festleitung herausgegeben von K. G. Borchheimer. Mainz, 1900.

Zedler, G. Gutenberg-Forschungen. Leipzig, 1901.

Various articles in *Centralblatt für Bibliothekswesen*. Leipzig, 1883+, especially in 1900-1903.

Notes on the exhibition

1 Arms of the Gängsfleisch family.

2 Seals of Johann Gutenberg and other members of the Gängsfleisch family.

Facsimiles from: Festschrift zum fünf-hundertjährigen Geburtstage von Johann Gutenberg. Herausgegeben von Otto Hartwig. Leipzig, 1900.

Johann Gängsfleisch zum Gutenberg,

*The exhibition was held at the annual conference of the Illinois Library association in Chicago, 1903.

the inventor of printing with movable types, belonged to the patrician family Gängsleisch in Mainz. He was born in, or shortly before, the year 1400, and died in 1468.

3 From the Strassburg lawsuit of 1439.

Facsimile after Laborde from: *Festschrift*, etc. Leipzig, 1900.

Gutenberg lived for several years, at least from 1434 to 1444, in Strassburg, and had business relations there with several citizens of that city, among them Andreas Dritzehn. After his death, in 1439, his brothers contested the contract that had been made between him and Gutenberg, and this facsimile is taken from the protocol of the hearing before the council of Strassburg. It was first printed by Schoepflin in his *Vindicia typographica*, 1760. The original was presumably destroyed at the burning of Strassburg in 1870, and the authenticity of the document has been doubted. There is, however, no sufficient reason for such doubt. The lawsuit shows that Gutenberg at the time was occupied with a work, the character of which he was anxious to keep secret; but enough leaked out during the hearing to make it extremely probable that this secret art was that of printing.

4 Astronomical calendar, s. l. n. d.

Facsimile in: *Veröffentlichungen der Gutenberg-Gesellschaft*. I. Die älteste Gutenberg-type. Von Dr Gottfried Zedler. Mainz, 1902.

This fragment was discovered by Dr Zedler in 1901 in the Landesbibliothek in Wiesbaden, of which he is librarian. Prof. Bauschinger in Berlin has calculated that the astronomical informations are for the year 1448, and the calendar must consequently have been printed in 1447. This is the earliest date that so far has been with certainty connected with any book or broadside printed from movable types.

5 Donatus of 27 lines. s. l. n. d.

Facsimile of two pages in: *Veröffentlichungen der Gutenberg-Gesellschaft*, etc. Mainz, 1902.

Only a fragment of two leaves is known to exist, in the possession of the Bibliothèque nationale in Paris. Dr Zedler has made a detailed investigation into the typographical peculiarities

of this Donatus, comparing it with the astronomical calendar (no. 4.), and has come to the result that it is printed from types very similar to those of the calendar, but in an earlier stage. His conclusion is, therefore, that the Donatus was printed by the printer of the calendar, but previous to this. One of the pages has a manuscript date, 1451.

6 Ulrich Helmasperger's notarial instrument of 1455.

Facsimile from: *Festschrift*, etc. Leipzig, 1900.

This document shows that Gutenberg had been occupied since 1450 with some large undertaking, here spoken of as "the work of books," to pursue which he had associated himself with Johann Fust, a wealthy citizen of Mainz, who had advanced the money, and now sued him to recover it, alleging that Gutenberg had not kept his agreement. The judgment went against Gutenberg and he lost all, or nearly all, his property. The document was first printed by Senckenberg in his *Selecta jur. et hist. anecdota*, 1734. The original disappeared shortly after and its very existence has been doubted, until it was found, in 1886, by Dr Karl Dziatzko among the manuscript rarities of the university library of Göttingen. Its authenticity is undoubted, and it shows that in 1450, or shortly after, Gutenberg had completely mastered the art which he had invented, for the "work of books" was indeed a masterpiece of the printer's art, namely:

7 The 42-line Bible. s. l. n. d.

Facsimile of the first page from: *Monumenta Germaniae et Italiae typographica*. Deutsche und italienische Inkunabeln in getreuer Nachbildung herausgegeben von der Direction der Reichsdruckerei. Auswahl und Text von K. Burger. Berlin, 1892+.

8 The types of the 42-line Bible.

Facsimile reproductions of individual letters, lower case, capitals and ligatures, in: *Festschrift zur Gutenbergfeier herausgegeben von der Königlichen Bibliothek zu Berlin* am 24. Juni 1900. Untersuchungen zur Geschichte des ersten Buchdrucks von Dr Paul Schwenke. Berlin, 1900.

This Bible has generally been regarded as the first book printed from

movable types. More than 40 more or less complete copies are known to exist, of which seven are in this country, all in New York city. One of the two copies in the Bibliothèque nationale in Paris has a manuscript note showing that the rubricating of that copy was finished in 1456, and at the end of the first volume of the copy in the Buchgewerbe-Museum in Leipzig there is the date 1453 in contemporary handwriting, showing that the first volume must have been completed in that year. Minute investigations into the typography of the work have been made by Dr Dziatzko in his *Gutenbergs früheste Druckerpraxis*, 1890, and by Dr Paul Schwenke in his *Untersuchungen zur Geschichte des ältesten Buchdrucks*, 1900. They have given an interesting picture of the work in the earliest printing office, and show the extreme care which the inventor of the art exercised on every step.

9 The 36-line Bible. s. l. n. d.

Facsimile of one page in: *Druckschriften des XV. bis XVIII. Jahrhunderts in getreuer Nachbildung herausgegeben von der Direction der Reichsdruckerei*. Berlin, 1884-1887.

The claims of the 42-line Bible to be the first printed book have been disputed in favor of the 36-line Bible, on account of the inferior workmanship of the latter. Dr Dziatzko's investigations have shown, however, that while the first few leaves may have been printed earlier, the bulk of the work is a reprint of the 42-line Bible. Though Gutenberg certainly is the originator of the types of this Bible, it is not certain whether he printed it or not. He may have printed the first few leaves, but the remaining part, which is shown to have been printed from the 42-line Bible, is very likely the work of Albrecht Pfister, who afterward printed in Bamberg with the same types.

10 Indulgence. Mainz, 1455. (Begins "Vniuersis.")

Facsimile from: *Monumenta*, etc. Berlin, 1892+.

In 1454 two different indulgences were printed in Mainz, one beginning "Universis" and the other "Vniuersis." The latter was printed partly with the

types of the 36-line Bible, and in all probability by Gutenberg. In 1455 both were reprinted, with no other change than in the date.

11 Eyn manung d. cristenheit widder die durke. (A calendar for 1455.) s. l. n. d.

Facsimile of the first page from: *Festschrift*, etc. Leipzig, 1900.

12 Cisianus zu deutsche. (A calendar for 1444?) s. l. n. d.

Facsimile of the existing fragment in: *Ein deutscher Cisianus für das Jahr 1444 gedruckt von Gutenberg*. Von Arthur Wyss. Stassburg, 1900.

These two publications are both printed with the types of the 36-line Bible and have been claimed for Gutenberg. The evidence is, however not complete, and the claims have been disputed in favor of Albrecht Pfister.

13 Missale speciale. s. l. n. d.

Facsimile of two pages in: *Ein Missale speciale Vorläufer des Psalteriums von 1457*. Von Otto Hupp. München-Regensburg, 1898.

14 Missale abbreviatum. s. l. n. d.

Facsimile of one page and of the corresponding page of the *Missale speciale* in: *Gutenbergs erste Drucke*. Ein weiterer Beitrag zur Geschichte der ältesten Druckerwerke von Otto Hupp. München-Regensburg, 1902.

These two books which recently have been discovered and the pros and cons of their having been printed by Gutenberg have been widely discussed, and the discussion is not yet ended. They are printed with types from the same fonts as those of Fust and Schoeffer's *Psalterium* of 1457, which types originated with Gutenberg.

15 Balbus, Johannes. *Catholicon*. Mainz, 1460.

Facsimile of the first page and of the colophon on the last page from: *Monumenta*, etc. Berlin, 1892+.

After the loss of the typographical apparatus of the 42-line Bible Gutenberg evidently did not set up in business for himself again, neither with his own nor with borrowed money. But he seems to have been the manager of a printing office established in Mainz by the brothers Bechtermünze in Eltville. At least they were later owners of the type with which the book was printed of which the first page and the colophon are shown in facsimile.

The colophon tells explicitly that the book was printed in Mainz in the year 1460. No other printing office besides that of Fust and Schoeffer is known to have existed in Mainz at the time, unless it were the one superintended by Gutenberg; and the Catholicon was not printed by Fust and Schoeffer. Furthermore, the whole tone of the colophon shows that its author, the printer of the book, must have been the inventor of the new art. It reads as follows:

"By the assistance of the most High, at whose will the tongues of children become eloquent, and who often reveals to babes what He hides from the wise, this renowned book, the Catholicon, was printed and perfected in the year of Incarnation 1460, in the beloved city of Mainz (which belongs to the illustrious German nation, and which God has consented to prefer and to raise with such an exalted light of the mind and of free grace, above the other nations of the earth), not by means of pen, or pencil, or stencil plate, but by the admirable proportion, harmony, and connection of the punches and matrices. Wherefore to thee, Divine Father, Son, and Holy Ghost, triune and only God, let praise and honor be given, and let those who never forget to praise Mary, join also through this book in the universal anthem of the Church. God be praised." [Translation from De Vinne's, *The invention of printing*.]

16 *Epître adressée à Robert Gaguin le 1^{er} janvier 1472 par Guillaume Fichet sur l'introduction de l'imprimerie à Paris. Reproduction héliographique de l'exemplaire unique possédé par l'université de Bâle. Paris, 1887.*

This letter is the earliest printed document which points directly by name to Gutenberg as the inventor of printing. The sentence referring to Gutenberg reads in translation as follows: "It is said that near Mainz there lived a certain Johann, called Bonemontanus [i. e. Gutenberg] who was the first inventor of the art of printing, thanks to which books are made rapidly, correctly, and elegantly, not with quill or pen, but with metal types."

The A. L. A. Catalog Rules

A meeting of the A. L. A. Advisory committee on cataloging rules was held at Atlantic City, March 18-20. There were five members present: Mr Hanson, Miss Browne, Mr Currier, Mr Hopkins, Miss Kroeger. Various points were discussed, in particular the rules for corporate entry. Since the last meeting of the committee in March, 1903, the A. L. A. Publishing board, which has the deciding vote, determined upon three disputed rules in regard to capitals, i. e. to capitalize only the first word in names of bodies and institutions, and not to capitalize names of noted events and periods, and not to capitalize common nouns in German; also, that the names of departments and bureaus should not be inverted in government entries. The rules for capitals now printed as Library of congress rules in appendix I of the Condensed rules have been adopted, with a few additions, as A. L. A. rules. It should be understood that the rule for government entry headings does not necessarily imply that the arrangement of entries must be under the words which come first. The most important word may still be used in arranging entries, as is now the general custom, such word being underlined to assist in filing the cards. The Publishing board further decided that the rules when printed shall be headed "A. L. A. Catalog rules as revised to date by a committee of the A. L. A. and adopted by the Publishing board."

Much of the misunderstanding of the rules arises from the fact that the committee have been at work upon a condensed code of rules, whereas the majority of catalogers seem to expect a fuller code, minutely illustrated by typical examples, and further supplemented by a digest of decisions on particular cases treated as specific exceptions. Such illustration does not lie within the province of the committee. The supplementary rules issued by the Library of congress assist catalogers in understanding the printed cards. These may be obtained in the same manner as the

printed cards. They are also issued as leaflets, in which form they may be had for the asking. In course of time they will form the material for a handbook. The tendency of the committee's work, resulting from the criticism of the rules, has been toward the omission of exceptions. A definite rule with few exceptions has been found to be on the whole more satisfactory in the working than a rule with some exceptions, notwithstanding the fact that in grammar, as in cataloging, the exceptions must sometimes outnumber the rules. The catalog is for the public and not for the cataloger. For this reason exceptions to the rules must be made. As the new edition of the A. L. A. rules will contain a minimum of exceptions, each cataloger must make such as seem best for the usefulness of the catalog, always remembering that reference cards will frequently be found sufficient, but that in disputed cases a duplicate entry, now made practicable by means of the printed cards, will bring out the entry under any heading preferred, care being taken merely to note in an annotated copy of the rules, all such special provisions made for the benefit of the unsophisticated users.

In the corporate entry rules—sections 8–36 inclusive of the advance edition—an entire rearrangement will be made, with a view to grouping rules relating to governments, societies, institutions, and other organizations under these or similar distinctive headings, a special effort having been made to limit exceptions in these sections. The tendency has been toward entry under the first word of societies, reducing the present number of rules for entry under place. Some of the exceptions omitted are those in sections 27, 31, and others. In such rules as those governing benevolent, moral, and similar charitable societies, a note has been made stating that librarians may enter such local societies other than those of their own locality under the name of the place.

In disputed points, especially where the requirements of large, scholarly libraries, and smaller popular libraries

are at variance, the rules have been formulated for the Library of congress printed cards, with the addition of alternatives for the popular public library. Reference will also be made to other codes where a fuller explanation of a rule may be found when such explanation agrees with the decisions of the committee. An example is the rule for pseudonyms which will now be worded to accord with the Library of congress practice of entry under the real name except in a few specific cases, but an alternative will advise for the popular library entry under the pseudonym when it is better known than the real name, and reference will be made to Cutter's and perhaps to the Eclectic rules for explanation of this difference.

Rules for translators, series, general collections of laws, affiliated societies, newspapers, committees of citizens, commissions, mass meetings, classes of citizens and ecclesiastical councils have been added. Section 74 has been divided into two parts, Notes and Contents, under both of which headings fuller explanations have been made. Brief rules for punctuation, arrangement, abbreviations, are to be added in view of the fact that reference can not be made to Cutter's rules, 4th edition, for these subjects. Mr Cutter's death has made it impossible to bring the new edition of his rules into full accord with the decisions of the committee. Terms are to be defined to make the rules clearer.

During the coming summer a careful study of the rules will be made, each member of the committee being assigned definite sections. In the early fall a final meeting will be held after which the rules will be made ready for the printer. The next edition will be printed as expeditiously as circumstances will permit, and it is hoped that it may appear by the end of the year. While the committee realizes that the rules will be far from perfect, it is hoped that they will nevertheless be found to constitute an important step in the preparation of a uniform code for American libraries.

ALICE B. KROEGER,
Secretary of the committee.

Accession Book, Card Shelf-list and Full Names

Melvil Dewey, director, New York State library

The public demand for books and help grows so rapidly, that even with increasing appropriations we all feel pressure for funds and look about to see where we can reduce administrative cost. Laymen, including most trustees, are staggered most by cost of cataloging. At the best the methods of well organized libraries make a total of 30 to 40 cents a volume, which seems absurdly high. When one tries to reduce he is sure to try omitting accession book and simplifying cataloging. The tendency of recent years is to shift everything from books to cards, and scores of libraries have abandoned their shelf-list or inventory in book form and trusted it to cards in order to save rewriting. While we have been over this question at least once in five years for the last 30 years, we reviewed the whole matter again with great care and publish the result because we have so many inquiries on these points. We took into counsel a half dozen of our best people on staff and Library school faculty and decisions were unanimous in each case.

Accession book—We abandoned a year ago the large standard book, which was so heavy that it was a serious burden in quick handling and substituted the condenset book, but with class, book and volume numbers next to accession number, as in the large book, instead of on the recto. We find this a great improvement and nothing would induce us to go back to the bulky volume. It answers every purpose and can be handled with half the effort. We shall omit publisher in the condenset book and give this extra space to remarks. The title space will run across the fold of the book, but with short titles which are ample, many of them will go on the verso and it is not serious to extend the others across. The publisher can always be found on the cards or from bibliographies, and this seems to be the only item that can wisely be omitted from the standard book.

We are sure it would be a loss, not an economy, to omit this book and put facts on either shelf-list or catalog cards only. The accession book is never copied. Shelf-lists are. If abandoned, gift lists, bill records, growth tables and other records spring up to take its place and cost more in the end than to use the condenset book, which shows all gifts, all purchases, rapidity of additions at any period and is the only chronologic record. To preserve bills in any shape worth preservation requires a good deal of labor and editing, as they are so carelessly made out. Our conviction grows with each new investigation that the small accession book is a necessity for economy and efficiency.

Hunting full names—The printed catalog cards and the central work of the national library and the publishing board, constant increase and improvement in bibliographies make it less important and therefore more wasteful for many libraries to spend the time they do in elaborate investigations to identify authors. While the national libraries and such institutions as New York state library, Columbia and Harvard are compelled by their positions to make catalogs with great care, we strongly advise smaller libraries to economize in this direction, and frankly say that they do not attempt elaborate, bibliographic accuracy, because it is too costly. The same money does more good spent in books or aids to readers.

Card shelf-list—We have tried bound books, laced L sheets (20x25cm) and standard P and smaller cards. We have entirely abandoned the old standard shelf sheet because of the labor of recopying. We shall also abandon all shelf-lists on cards except as we keep up samples for students in the library school to study. We found the trays or drawers of cards cumbersome in carrying about. In reading the shelves two cards were often turned instead of one at the risk of accuracy, and our curator and shelf-listers, both of whom were anxious to adopt the card system, after trial admitted that in practice it was less satisfactory than the New York

sheet 10x25cm, in Unimatic binders. The shelf-lister finds that entries can be made and referred to and all the work done faster than on cards. Curators find that inventories can be taken more accurately and quickly. The treasurer finds that they cost less money. We are therefore unqualifiedly in favor of this sheet which combines the merits of the two systems. The great advantage is that the eye can travel so much faster than the fingers. The only improvement is to move all the lines 1cm to the left, lengthening title space, since Unimatic binders allow writing to extreme edges. Volume column should be put between book and accession number, not next to author, as on present lists. Many make the mistake as we did of using too few sheets at first. Paper costs little and rewriting can be reduced to a minimum by using for all except the briefest subjects five sheets and dividing the alphabet on the vowels, starting the sheets with A, E, I, O, U, a nearly uniform division of the average list of authors, or for larger subjects using a sheet for each letter except that groups I, J, K, O, P, Q and X, Y, Z, have each 1 sheet for 3. We never allow 2 classes, however minute, to be put on 1 sheet. We are satisfied after many experiments and comparisons that at the present time this is the most economical and satisfactory class list yet worked out.

Historical societies and public libraries

I note with pleasure a growing inclination to organize historical societies with headquarters in public libraries. These classify in the home education scheme as clubs, being really a form of club devoted to historical studies. I have sent the following letter to a few of these societies and ask that any reader of PUBLIC LIBRARIES who has experience or ideas on this subject send them to me to embody in a brief plan and report on this subject, which will appear in a later number.

I am asked to submit a plan of organization for a historical society in connection with one of our public libraries.

Will you be good enough to send me everything you have in print bearing on the organization, rules and work of your society and of its relations to the library? With this material I should greatly value any suggestion you could make as to the most desirable form of organization and as to things that you would change in your own plan if you were starting anew. My own thought is that there should be a separate corporation chartered as a historical society which would elect officers, hold meetings, prepare papers, make investigations and stimulate interest in all ways in historical matters; that this society should by contract with the library deposit all material it collects in the public library where building, attendants, hours of opening and allied interests seem to make it by far the most fitting home. It is also much less expensive to carry on this work in connection with a public library in which rooms for meetings of the society should be found. A reply within a week will be highly appreciated.

Of all the beautiful things which surround us and appeal to us for recognition and appreciation every day, one of the commonest, easiest to understand, least expensive to acquire and most fundamental in its teaching is the picture in black and white. It confronts us in book, journal and newspaper at every turn. It is often only an illustration; that is, it tells some sort of a story and pretends to do and be nothing more. But in many cases it is also a work of art, made by a clever craftsman, carefully studied and full of charm to the discriminating eye. The discriminating eye, unfortunately, is not so common. Most of us pass these black and white drawings by as stories told in shorthand, and nothing more. Those who look upon them as objects of art get the greater pleasure out of them; find them full of delicate suggestion; enjoy their harmonies of line and of light and dark; the skill shown in their arrangement; and get, by reflection, as it were, the pleasure the artist had in their making.

Dont's in Reference Work*

Minnie E. Dill, Decatur public library

To any diligent reader of the library periodicals what I have to say may sound very much like what you may have read somewhere. I shall no doubt ring the changes on what we have just heard on Necessary tools, Self-help versus dependence, etc., but library workers everywhere have much the same problems to face. There is a periodic recurrence of the same or similar subjects, and the people whom we serve are much alike the world over, so while there is nothing new in these Don'ts, still they are what we have thought, and mayhap there might be half an idea that has not already been exploited. Don'ts, as a rule, imply that the opposite thing should be done, so if I occasionally change the formula to "do," you will of course supply the "not."

There are three parties in the transaction: The books themselves, the patron in search of information, and the reference librarian or any library assistant who is detailed to do the work. She is the medium or middleman, but must in turn call to her aid all the necessary tools in the way of indexes, bibliographies, and catalogs. Don't struggle along without these mechanical aids. Supplement them by keeping an index on cards of subjects looked up, for which there is likely to be a recurrent demand, or which were yielded up with such difficulty in the search that one is loath to part with them. Date all lists made, so that in revising at some future time, you or some one else will know at what point to begin.

If you are posting lists, other than those made on request for schools and clubs, don't post long ones and expect them to be read, but rather a few brief titles with a suggestive, catching headline.

Don't put off filing your notes in the index or where they will be accessible to all. Label and strap together any unfinished lists or notes. Put on a file kept especially for that purpose a note of any subject to be looked up, stating

name of person wanting material, and the time it must be ready. Don't burden your mind with such mechanical details, besides it is necessary that everything tell its own story, because you can not at all times be there, yet the work must go on while you eat and have an evening off. In order to have things run smoothly and get the best results, system must be observed here as well as in all parts of the library.

Don't expect to have the work done if some one else does not feel responsible for it. Even in a small library where there is no special reference librarian it would be better to have some one person look after this part of the work, on the principle that what is everybody's business is nobody's business. In any case it is well that the entire force of a library should understand something of reference work, have a working knowledge of tools, and know how to get at facts quickly, for this is needed in every department of the library and nowhere more than at the loan desk. It is not a far cry from the reference work done at the loan desk and in the stacks to the so-called reference work done in the reference department. In the first case it has to be more of a snap-shot affair, because of the pressure of other business here. When the problem begins to assume proportions that mean time and tools, it is properly turned over to the reference department.

Don't fail to examine all the new books put in the reference department, as well as the circulating books which may be used for reference. It is taken for granted that you are already familiar with those you have.

Don't get into the habit of using one book set of books to the exclusion of other, and in some cases better ones, just because you have always been lucky in finding things in it. Make a mental note of some distinctive feature of a new book acquaintance which may be a clue to using it later.

Don't neglect to report to the librarian the names of books which are needed or have been suggested, also subjects on which you have found little

*Read at Decatur meeting of Illinois Library association, April 20, 1904.

or no material in the library, or any other detail in the way of books, equipment, etc., which will help build up your library and add to its usefulness.

Don't be careless or disorderly about the books or your work, for even if nine out of ten of your patrons do put up with books in the wrong place, you should set an example. Be careful to see that books which have been reserved for the use of clubs or schools are returned to the circulating department immediately when the time of use is over. Make hay while the sun shines and be prepared for the school demands and the club programs. Forewarned is forearmed—with material.

Don't pretend that you know just what is wanted before you fully understand the query that is propounded. Much time is often lost because the start was not well made—the fault of both the inquirer (it is said that language is often used to conceal one's thoughts), and the reference librarian in not pinning him down to an exact statement of what is wanted, spelling of any unusual name, etc. As the directory says, "first know how to spell the name," for many hours may be wasted in looking for a different arrangement of letters in a word. Perhaps neither wants to acknowledge that he does not know. It is often necessary to exercise a little mental jugglery, and consult a handy reference book to put us on the right track before the clue is established. Find out first if a great deal of material is wanted or only a few facts; if it is for home use or can be read at the library, and when it must be had. Don't be stingy with material nor so lavish as to cause an embarrassment of riches. Don't give a long scholarly article to one in haste for a few facts, nor a popular article to a special student. Never give an inferior article if a better one can be found.

Don't lose yourself so completely in the problem that you are oblivious to the interests of others. Too much time should not be given to one person if others are waiting—besides, perhaps a long, tedious search should be postponed

until a less busy time. Use good sense about these things, but remember—the greatest good to the greatest number. Exhaust the resources of the library before you give up the search. Ask the aid of the rest of the staff. No two have quite the same stock of knowledge. Aside from the fact that you must find the information if possible, both for the benefit of the patron and the reputation of the library, there is the joy of a detective in running it to earth.

Don't do all of the work yourself, even to putting your finger on the place where the article begins, and reading therefrom—unless for a child too young to know how to get the facts wanted; for one who has "forgotten his glasses"; or for a person whose education has been so neglected, that he is unaccustomed to looking up things for himself. A little simple instruction right here may help next time.

The best way to help any one to the material needed is to help him to help himself—for next to knowing a thing is knowing how and where to find it. In most libraries at the busy hours of the day there are not enough attendants to give individual help to each person who wants it. At such times it would seem to be absolutely necessary for the inquirer to know how to help himself if he is anxious to get what he wants without waiting his turn. Even when he can have the help of an attendant, if the subject is one which means the consulting of various indexes and reference books, it will shorten the time by half if the seeker will help in the search instead of standing idly by and watching the process, or nervously drumming on the table and seeming to say "produce quickly, for I am in a hurry." Don't miss an opportunity of this sort to explain the aids at hand and ask for help in the search. It is only a division of labor, and the benefit is for the patron. The reference librarian's work goes on, for there are always other problems to solve.

It sometimes happens that a group of breathless school children arrive with a large subject or a catch question to be

looked up before tomorrow's lesson. If they find it they will be rewarded somehow. When the subject is a difficult one to trace, or requires the use of books not easily understood by children, the only thing to be done is to look it up for them, even if it takes the rest of the afternoon. The credit of carrying back the answer in such cases is due to the swiftness and staying power of the children, not to any actual work they have done. Is it then the answer that is important or the path that led to it?

The crying need is for more instruction to be given in the use of reference books and the library, either in the schools or at the library. This sentiment seems to be the emphatic note on reference work in all of the recent library publications—not only instruction in schools, but to individuals, groups, clubs and to the general public through the newspapers explaining in a systematic, yet popular way, how to get the most out of the library.

Don't lose your temper at the eleventh-hour woman, who, arriving when everything is out on her subject, says the library isn't worth much. To your patrons who persist in describing the books wanted as "what you showed me day before yesterday," or "a large black book," in the language of Captain Cuttle of Dickens fame, say "when found make a note of." And finally don't let yourself become self-satisfied and machine-like.

Speaking of beauty—we don't know it; we feel it. Art appreciation is not so much a matter of knowledge as of feeling. We learn how a picture was made, who made it, when and where; but unless we go beyond this, the picture remains no more an object of art than is a lump of clay. When one begins to ask himself, Do I like it? Is it agreeable? Would I be glad to have it always near me? Does it tell of things beyond the power of words to express? Then one comes into the field of art, is a critic, a judge, cultivates his taste, adds to his pleasures and in a proper sense begins to "study art." J. C. DANA.

The Care and Distribution of Public Documents*

C. B. Roden, Chicago public library

The public document has but recently come into its own. Long regarded as a more or less necessary evil, and an empty extravagance designed chiefly to give state officials a chance to get into print, and state printers a chance at the public revenue; useful, perhaps, in a limited way, to a few persons immediately concerned with the administration of state government, but useful to a degree ridiculously out of proportion to its cost, it has now come to be recognized as having value and importance.

With the great awakening of interest in the study of economic and socialistic questions which characterizes the present age; with the great activity everywhere apparent in the study of human society and of the problems of man's relation to man, has come a strong demand for material—first-hand material—which shall aid in determining existing conditions; which shall afford opportunity for comparison of present governmental methods, and exhibit the results of present administrative activities. Laboratory methods are the vogue in every department of human research, and what is the laboratory material in these departments if it be not the long-despised public document?

Recognizing this fact, librarians, with their well-understood zeal to serve, are claiming the right to consider the publications of nation and state, to consider whether these be managed in such a way as to be of the greatest public utility, and by suggestion and advice to promote their accessibility and thus to enhance their value.

Our interest in the documents of the United States is not of recent growth. Our national association has long realized its duty in that direction and has frequently given voice to its opinions and desires. Is it too much to say that the splendid efficiency of the distributing office in Washington and its evident desire to acquit itself creditably of its

*Read at the Illinois Library association at Decatur, April 20, 1904.

gigantic task is in some measure due to the vigilance of the librarians of the country?

Only within the last few months have we been vouchsafed a glimpse of the promised land in the printed cards for current documents henceforth to be issued by the document office in Washington, after a full forty years' wandering in the wilderness which, unaided, we found ourselves so sadly unable to subdue. These blessings were in part secured through our own efforts, let us believe, and does it not follow that with the example of the National association of librarians in the matter of national documents before us, the state associations of librarians too are confronted with opportunities, and with duties with respect to the documents of their several states, which should not be lightly brushed aside?

What then is it that we desire and what do we hope to accomplish? To the first question I conceive the answer to be simple, and easily given; to the second I have no answer now. That is for the association to say after careful thought and consideration. Our present duty, perhaps all that we can hope to do at this meeting, is to consider some of the attributes of our state documents, and to formulate a bill of particulars setting forth our ideas.

Beginning at the end, I would bring up the method by which the state publications of Illinois are distributed to the public libraries of the state. Following is the law governing both the printing and distributing—indeed, the only mention I can find on the statutes of the whole subject. The chapter is headed State contracts. A commission consisting of the attorney-general, secretary of state, state treasurer and auditor of public accounts is created, and the subject matter under their jurisdiction is set forth as being the furnishing of all fuel, stationery and printing paper for the use of the state, and the copying, printing, binding and distributing the laws and journals, reports and all other printing and distributing ordered by the general assembly.

These are the things to be done by state contract. The printing (which is divided into four grades) shall be done under the general direction and supervision of the commissioners of state contracts, and the printing-expert (an officer created by this act). All printing shall be delivered at the expense of the contractor, at the state house, to the order of the state. At the close of the fiscal year of each biennial period the Commissioners of state contracts shall designate what reports shall have precedence in the order of printing. The secretary of state shall deliver to the contractor . . . the paper required to execute the work.

There follow certain instructions as to binding and a general and rather vague list is given of those to whom these documents shall be distributed, this list including each library, each educational, each literary and each historical institution in the state. But this distribution is not effected directly. On the contrary the law provides further that all books and documents required by this act to be distributed to officers or persons in this state or to libraries or other institutions located therein, shall be transmitted by the contractor to the county clerks of the respective counties. The county clerk shall distribute the same to all parties entitled to receive them.

Here then we have a chain of functionaries, starting with the Commissioners of state contracts, four gentlemen charged with other and to them far more important duties, who as a side issue are to supervise the publication of the state reports. The contract printer whose business it is to print, is ordered to pack and ship under the nominal direction of the secretary of state, who in another place is directed to make "judicious distribution." The county clerk, whose business is with the affairs of his own county, is burdened with the final distribution, a burden of which, at least in Cook county, he acquits himself by postal card notifications. What is the inevitable result? Merely that what is everybody's business is nobody's

business, and the wonder is that we ever get any documents at all. As a matter of fact we get them so irregularly and erratically that we should sometimes be tempted to consider ourselves favored if in the statutory "judicial" distribution we should be deprived of the favor.

The intervention of a year between the adjournment of a legislature, or the completion of a fiscal period, and the appearance of the reports covering it is not at all uncommon. The last session of the general assembly adjourned a full year ago, but no library in Chicago has yet received the journals of that session, or rather, the invitation of the county clerk to come and take them away, though the session laws have been received. The eighth publication of the Illinois State historical library, a document of great historical interest and value, and containing the transactions of the State historical society for the meeting of January, 1903, was received March, 1904. I should have liked to see the transactions of the society's session of the present year, if only to find a list of its present officers; but we shall be fortunate if we receive them in time for the next meeting of this association. No volume of the assembly reports for the session of 1901 has yet been forthcoming, a fact which leads to the suspicion that the printing of such reports has been discontinued, a suspicion which however can not be verified.

It is the frequent experience of librarians to be told in reply to requests for reports long overdue, that such reports are not yet printed, and that the reporting officer has no information as to when they will be ready. Much of the delay is of course to be ascribed to the archaic practice of printing many of the reports only biennially, as though the general assembly were the only body to be considered, but when we take the list of reports ostensibly printed annually, and those printed biennially and those printed "occasionally" and check them up, we see how many are behind, and how great the danger that we shall never receive them at all.

In matters of printing and binding, it

is, perhaps, the part of wisdom to suspend judgment for the present. The unspeakable shoddiness of much of the documentary material heretofore issued under state auspices is notorious. Neither paper, typography nor binding is at all calculated to withstand even ordinary wear, and the dilapidated wrecks which grace our library shelves are pathetic witnesses—not of the poverty of this great state, but of the indifference of her servants toward the fit habilitation and preservation of her records.

There are however some signs of the dawn of a better day. Some of the most recent documents that have arrived—that is, in most cases, those of the year before last—appear in neat linen covers, printed cleanly, on reasonably white paper, and present an aspect which, while still far from ideal, is at least encouragingly better than it was in the memory of man.

There are some other points in which changes might be suggested, but the risk of obscuring these few vital defects would deter us from entering too deeply into details all at once. And here let it be recorded that in the matters above noted Illinois is by no means the only culprit. A comparison of state practices shows, for instance, that lateness in distribution is not at all an uncommon evil, while we know that the character of the average state document, judged by the ordinary standards of typographic fitness, is generally disreputable. Brilliant exceptions to this dead level of shoddiness are furnished by the admirable, often sumptuous reports issued and distributed, freely and promptly, by the states of Massachusetts and New York; shining examples of how administrative publications may be made a credit to the state, a delight to the librarian and a joy forever to the user.

In this connection I venture to call attention to the objects and aims of the National association of state librarians, and to the clear duty devolving upon the state library associations of holding up the hands of their respective state librarians who, through the agency of that organization, are endeavoring to

mitigate some of the document evils. The National association of state librarians as a body naturally deals with the subject collectively, looking to its members in each state to carry out its recommendations and to further its plans. Want of time prevents consideration of the laudable and wholly excellent ambitions of the State Librarians' association as set forth in the proceedings of its meeting at Niagara Falls last summer. At present they are chiefly concerned with seeking uniformity in the preparation and publication of the legislative documents of the several states, and an examination of the recommendations of the committee shows in how many respects Illinois falls short of the ideals sought. It appears to me quite inevitable that the state librarians, in attempting to carry out the plans of their association, should expect and receive the active coöperation of bodies such as ours; and on the other hand, I should think that if this association deems it feasible to take up the question of state documents, the state librarian *de facto*, whatever the actual title may be, should be called in for aid and counsel in the double capacity of state librarian and of local representative of the State Librarians' association.

Now, what can we accomplish? As I have said before, I do not know. That is for the association to say. Possibly the subject, while of considerable importance to the largest of our libraries, will not seem of sufficient gravity to justify the expenditure of our time. These matters I hope will be brought out in discussion. The whole matter seems capable of being traced back to the indifference of the constituted authorities. And by this I do not mean the wilful indifference and premeditated neglect of these officers as much as the sense of unimportance bred of the peculiar provisions of our state law. It seems clear that with the complicated and slow-moving machinery in this state, each cog of which is apparently chiefly interested in passing the business on to the next, like the button in the children's game, we can not expect much

improvement. In looking about the country we find that the most satisfactory state publications and the best administration of them come from those states which have entrusted these matters wholly to the state libraries—state libraries in fact as well as in name, regularly and independently organized and constituted as such. Is it advisable or practicable to begin an agitation for the creation of a document office in our state library, and a revision of the law, or is this too large a contract? Possibly if we ventured out upon such an expedition we should soon find ourselves buffeted upon a boundless sea of trouble; perhaps our bark should quickly come to grief on the wide reefs of state contracts. Perhaps the mere formulation of our desires would suffice. I believe as I have said that the whole thing is at present nobody's business in particular. It may be that if we merely called attention to it some one would take it up. At any rate I have ventured to take up your time with the subject, partly from the selfish standpoint of one library. I know that at least one library would be grateful for a change, however brought about. Whether it is the business of this association to attempt to bring it about and whether we shall be able to cope with it with any prospect of success I prefer to leave an open question, partly because I am unable to reply to it, and partly also to stimulate a thorough discussion which I trust will follow.

A useful little book is *How to study literature*, by Benjamin A. Heydrick. It is conveniently arranged for teachers or students, in two parts; the first, a general description of the nature and classes of literature, with general suggestions for the study of narrative, lyric and dramatic poetry, fiction, the essay and the oration; the second, giving specimen studies of one good example of each of the six classes. In addition the book contains appendices defining figures of speech, notes on versification, and a list of recommended reading chosen from the best English and American authors.

Illinois Library Association

The Illinois Library association held its ninth annual meeting at the public library of Decatur, April 19-21. The meeting was a very satisfactory one because of the perfect arrangements planned and carried out by the local committee, because of the personal element which was strong through the entire meeting, and the informality with which the members participated in the discussions. The sessions were held in the attractive second story rooms of the library, and the restful beauty of the building added to the pleasure of the occasion. The program has already appeared in PUBLIC LIBRARIES and was carried out without change.

The council at its first session authorized the treasurer to take a membership for the association in the American League of civic improvement.

The regular session convened on April 19. The association was welcomed by Hon. Owen Scott, who spoke of the numerous attractions of Decatur, and showed that she compared favorably with other cities. In responding, Miss Sharp assured Mr Scott that Decatur was so delightful a convention city that no insistence was necessary for the association to accept her invitation.

Library institutes

The president then spoke of the library institutes, which it was proposed to hold during the coming year. These will resemble teachers' institutes, being a gathering of librarians from a radius of a number of miles, at a center where there will be some instruction and more discussion than there is time for in the ordinary library meeting. There will not be an elaborate plan but one or two institutes will be held according to the funds.

The needs are a good conductor, an active committee, and an inspiring speaker, and the expenses are for advertising, for the conductor whose time can often be given, a speaker who may possibly be found close at hand, and the local expenses which the local library may be willing to assume. In New York

money was raised by voluntary subscription, but after the first year the institutes were so successful that state aid was granted, and a conductor hired to give full time to the work. The institutes there are graded so that the instruction is progressive from year to year.

Library conditions in Illinois are exaggerated on account of the large and flourishing libraries in the northern part of the state; the rest of the state is different. There are 124 free circulating libraries in Illinois, 16 of which are not tax supported. Of these, 81 have less than 5000v., 15 others have between 5000 and 10,000v., 15 others between 10,000 and 20,000, and only 13 libraries have over 20,000v. Of the towns in which these 124 libraries are situated, 76 have less than 5000 inhabitants. Out of 102 in the state, there are 34 entire counties without any free public library. The farmers' institutes have 183 traveling libraries in 68 counties and the women's clubs have 270 in 50 counties.

In the last two years many subscription libraries have changed to free libraries because of Carnegie gifts. Not all the gifts to Illinois libraries have been from Mr Carnegie, for over \$4,000,000 have come as bequests from citizens, notably the John Crerar bequest.

Libraries in small towns can not afford to pay their librarians' expenses to library meetings, and the salaries will not allow the librarians to pay their own expenses. It is for this reason that the institutes are desirable. The executive board has voted to hold institutes; the council has sanctioned the action and letters have been sent out to secure contributions. Leaders are to be had; libraries have offered to entertain institutes; all that is necessary now is that the association should take action and appoint a committee to have charge of the work.

In the absence of the secretary, who was detained by illness, her report was read by the secretary pro tem. An explanation was given for the nonappearance of the "suggestive list" prepared by the Wisconsin commission. The

copy which was ready for the printer was destroyed when the Capitol at Madison was burned, but it is expected that the book will be ready for distribution late in the summer.

The treasurer's report showed a balance on hand of \$86.06, \$30 of which was contributed for library institutes.

Illinois libraries

Miss Sharp, for the committee on statistics, reported progress. The History of libraries in Illinois will probably be printed early in the summer. All the libraries mentioned in the report of the United States Commissioner of education have been traced, and their present condition given or what has become of them, if they are not now in existence, together with a list of their publications as far as possible. The list of school libraries has been taken from the report of the *High school visitor*. The library legislation in the state from its beginning is collected, while the Illinois school law is also compared with the school laws of every other state. There is one chapter on library buildings giving exterior and interior views and plans, and another consists of reports on children's work from representative libraries.

The committee on preservation of records sent a report of progress and asked to be continued.

In the absence of Mr Hopkins, Miss Sharp gave the report of the financial directors. The Illinois Library association was incorporated two years ago, and is now in a position to do the work of a commission, if it had money. An effort is being made to establish library extension work. It is desirable that this should be centralized and the University of Illinois has offered its library building for headquarters while the work can be done through the Library school. The directors recommend that the association try to get small sums for immediate use in library institutes. They would like \$2000 for two years for a traveling librarian, to be donated by a large library. This would show what could be done, and also what could not

be done without more. The legislature could then be asked for a small appropriation for this purpose.

The rest of the afternoon was spent in a visit to the James Millikin university. President Lord and Miss Allin, the librarian, with other members of the faculty, received the visitors and conducted them through the various buildings and finally to the roof, from which there is a fine view of the surrounding country.

The hospitality of Dr and Mrs William Barnes made the evening a delightful one and gave the members of the association an opportunity to enjoy their beautiful home as well as to get better acquainted with each other.

Wednesday morning

C. B. Roden occupied the chair during the Wednesday morning session, and in his capacity of committee of one on the care and distribution of documents, read a paper on the Care and distribution of documents. (See page 285).

Mr Utterback, of the State department at Springfield, was called upon to answer the question as to the mailing-list for public documents, and took the opportunity to make a general statement regarding the state documents. The law provides the number of each document to be printed. A certain number of these go to the members of the legislature, the departments, the secretary of state, the State library, etc. The distribution is largely in the hands of the secretary of state, except in the case of farmers' bulletins, publications of the historical society and some others. It is best to be on the mailing-list of the secretary of state. This is better than getting the documents from the county clerks, although it means paying the transportation, for the law makes no provision for that.

Illinois documents are as good as the average and changes are being made to improve them. Since 1896 the series of Assembly reports, as such, have been discontinued. They now appear separately as about 90 different documents, all but two or three of which can be obtained from the secretary of state. A

list of them can be had from him on application. It might be worth while for the Illinois Library association to make an effort, through the legislature, to have the distribution done by a special officer. The contractors can not well be done away with; they can, and probably do, do the work as well as any one else would. The law provides for the use of long primer and nonpareil type, solid. Brevier type, leaded, would be an improvement. The association might be able to bring about a change in the typography.

Mr Currey of Evanston spoke of the poor binding, and suggested that the association take steps to remedy the matter, though it is better not to try to do too much at once.

Mr Hostetter thought it was an opportune time for the Illinois Library association to make an effort toward improvement in the state documents, because other organizations were working along the same line. The farmers' institutes have tried to set a time limit for the publication of its report, but have not been successful. The state horticultural report is a creditable book in type, paper, and binding, because the society has an appropriation and has the report published in open market, 60 or 90 days after the meeting. Contractors are masters of the situation. If the Illinois Library association would draft resolutions it would help the farmers' institutes and others who are working for improvement.

Miss Ahern said that Illinois was not doing as well as other states, and as long as we thought the work was as good as we could get, it would be no better. There is no reason, if other states can have strong systems of public documents in connection with their state libraries, why Illinois should not. It is the fault of the law and there will be no improvement so long as the present conditions exist.

The State library should be separated from the secretary of state's office. It is to the credit of the Illinois State library that it has made what progress it has with the present organization. There

should be a library department, recognized as the other departments are, which should keep in touch with the libraries of the state, so that if a report of special value is issued librarians may know what, when, where, and how it might be obtained. If reports are worth printing at all, they are worth making of use to libraries. There should be a definite system, and a definite number of journals and documents should be given to the State library for the libraries of the state. Illinois is behind other states in this territory in allowing its State library to be a political plum attached to the office of the secretary of state.

Mr Utterback spoke again of the mailing-list in the office of the secretary of state on which there are 300 libraries. If these do not receive documents, except the publications of the farmers' institutes, state historical and horticultural societies, and possibly some others, they should send a card to the secretary and they will then receive them. A list of publications to be had has been sent to all the libraries. This can be checked for documents wanted, and returned to the secretary, who will send on the books.

On a show of hands, less than half a dozen libraries were counted as having received this mailing-list.

Mr Hostetter moved that the council be instructed to formulate a plan regarding the form of publication of state documents to be embodied in a bill or memorial to be placed before the next legislature. The motion was carried.

The chairman read a communication from Prof. Shepherdson, of the university of Chicago, who is preparing the report on the Archives in Illinois for the Public archives commission of the American historical association. Prof. Shepherdson had found many difficulties in getting material for his report, and asked for suggestions from the members of the association relating to subject matter, methods or arrangement.

Miss Ahern said that Illinois was especially rich in manuscripts in the hands of private individuals and urged the librarians present to influence the

owners as far as possible to deposit them with the public libraries. Families often keep them without a proper appreciation of their public value and sometimes destroy them.

Miss Sharp brought up the question whether it was better for the sake of original research to have this historical material deposited in the scattered public libraries or in the State historical library? If it is in one place, it is easier to know just what there is. In Illinois the State historical society is composed of those interested in the county historical societies, and collects material throughout the state, depositing it in the State historical library, where the state pays for publication and preservation.

Mr Currey said that in Evanston the local historical society had gathered much material of personal interest from early settlers. The State historical society had offered to take it and care for it, but if it was in Springfield it could not be used for local purposes. They were willing to send duplicates to Springfield but not the originals.

Before adjourning the chairman extended the thanks of the association to Mr Utterback, of the State library at Springfield, for his contributions to the meeting. They were especially appreciated, as this is the first time any official has been present at an association meeting and explained matters from an official viewpoint.

Wednesday afternoon

Miss Price of Blue Island presided at the very helpful session on reference work on Wednesday afternoon. She spoke briefly of the reference books which she thought most necessary.

Mrs Henderson of Joliet considered the bound files of periodicals among the most valuable reference books. She asks people in town to send their periodicals to the library when they clean house instead of destroying them. A number of the members spoke of the value of the *Living Age* and *North American review* and advised that sets be completed even at considerable cost.

Mr Currey quoted Dr G. E. Wire as

saying that everything really important has been rewritten during the last 50 years, so if funds are limited, the money should not be spent for the earlier volumes of the periodicals.

Miss Simpson of Urbana had also found it to be true that subjects which appear in early periodicals are almost repeated decades after. She spoke of the slip-list, kept at the university of Illinois library, of questions, with the answers, which required as much as 15 or 20 minutes to find. This is kept at the reference desk, together with slips for short bibliographies which are not cataloged. Also a list of poems by title and sometimes by author and first line.

Miss Price keeps a list of the cabinet officers with dates and references to newspaper articles and portraits.

Miss Seybold of Jacksonville spoke on

Self-help vs dependence

In these three words is a problem of many sides. Any solution depends to a large degree on the conditions peculiar to the individual library. To the college library this question would present one aspect, to the public library another. I shall speak from the point of view of the latter.

To be worthy of its high calling, a public library must educate. Reference work is the channel through which its educative influences reach out into the various departments of life. The question Self-help vs dependence concerns the very heart of reference work. It has to do with the personal element—the relation of the library as an educational institution to the individual.

In this branch of activity is determined to a large extent the policy of the library. Shall it through its reference department furnish all desired information in such way that the inquirer need do nothing but read what is placed before him with article and page indicated, or shall it by teaching him an intelligent use of the catalog, open-shelf and reference tools give him the means to educate himself? These are questions to give us pause.

The conditions which enter into any

solution of this problem are various and perplexing. The class of people who come for reference work is of varied character. Different environment and training have given varying degrees of refinement and education. Every walk of life is represented. The college professor, the student, the club woman, the business man, the mechanic—all come here for the same purpose. If college professors and students were the only patrons of a reference room, there would be no question of self-help, for with little assistance they could help themselves. This difference in the class of people creates a condition unfavorable to self-help.

But though these patrons vary as regards class and education, in nine cases out of ten, they are alike in one respect—their ignorance of the scope of reference books, of the classification, the use of the catalog, and in many cases the use even of the table of contents and index of a book. An array of books in a reference room is as so much Greek to the average person. Perhaps we have all experienced that shock when, after telling some one that volume six of a certain encyclopædia contained the article he wanted, we found him 10 minutes later staring in hopeless despair at the row of volumes, wondering perhaps what *Cli-Dea* meant. Those who use reference books familiarly can not appreciate the fact that nine out of ten do not know how to use these tools, and are confused rather than aided by them. The exterior of these books offers no clue to the contents. The number, the arrangement means nothing.

But not only do the difference in the class of people and their ignorance for the most part hinder the cause, but the infinite variety of requests which tax a reference librarian, renders him unable in many cases to do more than place the desired material before the inquirer. With several people waiting there is not sufficient time for individual instruction. The time too of the inquirer may be limited. One man takes a half-hour out of a very busy life to prepare a paper which outside duty demands. He has

his own library, has used the public library very seldom but supports it quite cheerfully. He comes to the reference room, tells you perhaps that he has just 30 minutes to spend, and wants the best articles on Matthew Arnold. I fancy that if 10 of those precious 30 minutes were spent in showing him how to help himself the next time he came to the library, there would be no next time, and another name would be enrolled on the list of tax grumblers. Then there are days when it seems as if every request presents a new problem and when the librarian has had to consult not only the reference books, but books in the stacks, public documents, pamphlets and innumerable indexes. With such conditions, it is difficult to formulate a hard and fast rule which will suit every person and occasion. What may be cure in one instance may be poison in another, as in that of the business man above cited.

The highest form of reference work however, is that which teaches the inquirer how to help himself. I submit some suggestions which may aid in coming a little nearer the ideal. First of all, the open-shelf generously supplied with labels is of great value in teaching the public the classification. Every member of the library staff should be a committee of one, to seize every opportunity to explain classification and shelf arrangement. Much can be done at the loan desk by directing an inquirer to the class of books when one of that class and not a specific title is called for. The next essential and a most important one is the dictionary catalog, minutely analytical, and made from the point of view of the reference librarian. He knows the weak points of the collection. On every possible occasion, the public should be made to feel that the catalog is for their use. The impression prevails with some that it is for the library staff alone. A statement explaining the purpose and arrangement of the dictionary catalog should be placed over or near the case whenever possible; individual instruction on the use of the catalog should be given. But individual instruction at the open-shelf, the loan desk

or the catalog is more or less haphazard. Systematic instruction to different classes of people will prove of greatest value.

In Jacksonville, this winter, talks were given in all the schools on the classification and use of the catalog. A small library of a dozen class books and a miniature dictionary catalog were used for illustration. In the children's room came problems such as: find a short account of Washington, Lincoln; an article on whales; something about London; the definition of so-and-so and, so far as possible when requests were made, children were directed to the class of books and taught to find the information they needed. The results were astonishing. It becomes a matter of pride with many children to know how to use the catalog and where to find books. Our story hour was made to help in this work. If the story hour was on birds, the attention of the children was called to the fact that 598 meant birds, and at the close of the hour they were eager to find other 598 books. The work with children in this direction is most encouraging. While the new system of education in the public schools has its many good points, it does not teach the child the alphabet as an alphabet, and so is not conducive to aiding him in using dictionaries, cyclopædias and indexes. And while the children learn at school to read by the word and sentence method, it devolves upon the libraries to teach them the art of using an orderly alphabet. With talks at school supplemented by practical work at the library, children learn more and more the invaluable lesson of self-help. And if they can be taught to use the open-shelf and catalog, is it not reasonable to suppose that they will grow naturally into the use of a larger collection and catalog?

But systematic instruction should not stop at the graded schools. Practical talks on the use of the library, perhaps one a month, should be given at the high school or any other schools or colleges located in the town. Until the time comes when schools generally will recognize the importance of giving

pupils instruction in library science, such work will devolve on the librarian. But every talk on the use of reference books will repay many fold. A round table for the study of reference books would prove a blessing to teachers and club women as well as to the library. If they preferred, the librarian could give a few talks to the different clubs during the year. Such a talk to one of the clubs, illustrated by books and catalog cards, proved very helpful to our library and aroused new interest on the part of the members of that club. Thus through these or similar methods, the library can teach many of its patrons. Those who do not come under the school or club class, and who can not be reached by systematic instruction, must be reached by the "whenever possible" method, which means show some one how to help himself whenever you can. I like too the suggestion made in an article in *PUBLIC LIBRARIES* for February—the acquainting of the general public with a knowledge of reference books "through the daily papers." Short well-annotated book lists succeed always better than long ones unannotated. I believe that if short lists explaining the scope and value of different classes of reference books were printed at regular intervals in the local papers, much could be accomplished in educating the general public.

This question of Self-help vs dependence is well worthy our earnest consideration. Shall the public library educate by giving men the means to become educated? Shall it on the other hand develop mere parasites to grow at the expense of the library and the reference work?

In regard to work with clubs, Miss Parham said the Bloomington club programs often include a supplementary reading list, made by the program committee, which is very helpful.

Miss Simpson explained that the University of Illinois library coöperates with the Champaign public library in making lists for the clubs, which are typewritten in duplicate, one copy being sent to the leader of the meeting and

the other filed and listed in the University library. The policy at the University is to teach independence. Many students take pride in knowing how to use the library, while there are others who need a great deal of help.

Miss Milner, of the State normal university library, meets the students in two classes when they first come and explains the use of the catalog, books, etc., and impresses them with the fact that the librarian is willing to help them. During the year the teachers report to her subjects of research for the students and she prepares a list of the places where the students will find references on each subject. She also files and indexes her reference lists.

Bruce Smith, of the Decatur high school, spoke on the Schools and reference work. Secondary education is not concerned with research work, but stress is laid on knowing things. In the high school the text book covers the subject while reference work is of minor importance, and the student should be put in possession of the material with the least possible expenditure of energy on his part. To this end teachers should make their references very definite. The history, English and science classes most need reference work. Science needs up-to-date material—current periodicals, cyclopædias, etc. History needs good general works, sources and books treating of special periods. Literature classes need works on the history of literature and technical books on form. For class reference work there should be duplicates of the books used by large classes.

The library professes to be an educator, and should cooperate with the high school in courses of reading, the lists being supervised by the literature teachers. High school students read tremendously, and they should get hold of books that are a part of the literature of the world, that make for culture and greater and wider sympathies, and the true values of life. If this makes a circumscribed circle in which the students are to read, the library should duplicate the books so that large classes may

have them. Teachers change often, but teachers of literature are coming more and more to be teachers of literature. If it takes money to supply the books, it is the people's money but it is also for the people's children, and the library should be as truly for them as the schools.

On the Scope of reference work, Miss Parham of Bloomington spoke of work for, 1) Clubs; club lists can be made in the summer if the program committees will report to the librarian early enough; 2) High schools; some teachers want books for the student on a reserve table in the library while others prefer to take them to the school building; 3) Grades; in Bloomington the supervisor looks up the books for the teachers; 4) Newspaper men, who want biographies or other articles in a hurry; 5) Reference work by mail for out-of-town people; and, 6) Reference work by telephone for people in town. Many references as well as the Abridged Poole may be kept at the loan desk to answer questions quickly. The next subject was, Don'ts in reference work, by Minnie E. Dill, Decatur public library. See page 283.

Following the symposium on reference work, Miss Ahern presided over a question box which occupied the rest of the afternoon. The questions were those which were perplexing some of those pre-ent, and the answers were helpful to them and interesting to all.

Wednesday evening

E. G. Routzahn, field secretary of the American league of civic improvement, was the speaker at the evening session, which was held at the Congregational church. He spoke of the relation of libraries to civic improvement, and illustrated his lecture with many stereopticon views, showing changes that had been made in streets and yards and also views of a number of libraries. The lecture was one of much interest and at its close the association adjourned to the library, where the members of the library staff received them and afforded them another opportunity for the sociability

which characterized the entire meeting.

Thursday morning

A trustees meeting was held at nine o'clock, Thursday morning. The plan for library extension proposed by the association was heartily endorsed by them. (See report elsewhere.)

Miss Sharp opened the meeting at ten o'clock and introduced the speakers.

Mrs E. M. Bacon, president of the Illinois Federation of women's clubs, spoke briefly of the traveling libraries of the federation, of which there are about three hundred. The clubs stand ready to coöperate with the librarians so that the work both are trying to do may be done in the best way.

A. B. Hostetter, secretary of the farmers' institutes, told about the institutes' traveling libraries. They have 201 libraries, with 9250v. The first object of the libraries is to supply agricultural and domestic science material to the farmers and their wives, but books of all classes are included in order to foster the reading habit. The libraries often go to places where there is no collection of books of any description and it is very gratifying when a second or third library is asked for by any community. The result of the placing of one library in a place where no books were owned by the people was ten newspaper and six magazine subscriptions (including the *Literary digest*), within six months.

Old worn-out books should never be sent to people who are not used to reading. Only fresh, clean books should be allowed to make the first impressions. The reading should not be all along the line of work. Variety is needed in each library to meet the needs of all, while the young should have their aspirations trained to higher things. It is not enough for libraries to afford temporary entertainment; they should educate people in the knowledge of books and pride of ownership, showing them what and how to buy.

Miss Sharp prefaced her remarks on the legislative outlook with a brief outline of the history of the association

from its organization in 1896. The Federation of women's clubs and the Illinois Teachers' association, as well as the library association, had worked for a commission, but because of lack of unity of plan, all had failed. When hope of overcoming the legislature's prejudice against commissions was abandoned, another plan for the accomplishment of the work was necessary, so the association was incorporated after consultation with other commissions. This will accomplish the same end as a commission if the association can get money. Circulars for this purpose were sent out and money has already been received for institutes to be held in May. The chairman of the literature committee of the federation has generously helped in the distribution of these circulars. If the efforts to obtain money in other ways for a traveling librarian fail, shall the legislature be asked for \$2000? Shall more be asked for later? Is enough use made of the township law, or should the taxable unit be increased? The association is not committed to any one line of action and if one method fails, another can be tried.

Miss Sharp then introduced Alice S. Tyler, secretary of the Iowa library commission, who spoke on the

Work of library extension in Iowa

The aim and purpose of library commissions have become so familiar to library workers that it would seem almost safe before such an audience as this to assume an acquaintance with the reasons for their existence. Nevertheless, as there may possibly be those here who are not familiar with what is being done in a number of states by library commissions, it may be well to briefly review their purpose and methods.

State encouragement and supervision of public library interests have come to be recognized as important in the furthering of the system of public education. Massachusetts was the first state to see the importance of fostering and encouraging this interest, which has much to do in developing a sound and intelligent citizenship, and therefore the

Massachusetts legislature created a library commission in 1890. The chief duty of this commission was to use every effort to make good books accessible to all the people of that great commonwealth, by means of free public libraries. Since that time, 19 other states have seen the importance of library development and have secured legislation providing for library commissions. The states now having library commissions are: Massachusetts, New Hampshire, Connecticut, Vermont, Wisconsin, Ohio, Georgia, New Jersey, Maine, Indiana, Kansas, Colorado, Minnesota, Pennsylvania, Michigan, Iowa, Idaho, Washington, Delaware, Nebraska.

"Differing materially in composition and in methods, their common aim is to inspire communities with a desire for library service, to foster zeal in literary work, to aid by advice and example, to simplify methods and act as an agency for the application of public spirit and private bounty in the direction of library interests."

It has been seen that as our public school system evolved, it was necessary to give direction and encouragement to it. This is done through the Department of public instruction in each state. In a similar though in a much smaller way, the library commission in each state is to give direction and encouragement to the library interests. "No thoughtful man can question that it is a supreme concern to provide for our people the best of the literature of power which inspires and builds character, and of the literature of knowledge which informs and builds prosperity. This can be done effectively and economically only through free public libraries. A limited number can buy or hire their books, but experience has proven that unless knowledge is as free as air or water, it is fearfully handicapped, and the state can not afford even the smallest obstacle to remain between any of its citizens and the desire for either inspiration or information."

A majority of the states have laws providing for the establishment and support of free public libraries, but in many

communities the people need to be encouraged to take advantage of the provisions of the law.

In Iowa the library commission was created by an act of the twenty-eighth general assembly, March 20, 1900. The commission consists of seven members, three ex-officio and four appointed by the governor. These elect a secretary not of their number to attend to the activities of commission work. The rapidly increasing duties of the first two years tested the law and showed the necessity for certain changes. The traveling library work which had been in charge of the state library was seen to be so closely related to the work of the library commission that it was thought desirable by all concerned that it should be transferred to the commission. Therefore the twenty-ninth general assembly revised the law, provided for this transfer and increased the appropriation.

The activities of the commission have varied as the demands of the work have required. The secretary through correspondence and personal visits has become acquainted with library conditions in the state, and every effort is made to encourage all cities in the state (of over 2000 inhabitants), to take advantage of the law providing for a municipal tax. The demands upon the secretary include many phases of work, among which are the following: Aiding in the preliminary plans for the submission of a library tax to the popular vote; assisting boards of trustees and librarians in organizing libraries for a business-like administration; advice regarding library records - classification, shelf-list, and catalog; aiding in securing a competent organizer for properly organizing a library according to present methods; conferring with library trustees regarding plans for new buildings, with special reference to interior arrangements, that provide supervision and economical administration; addressing teachers' meetings, women's clubs, public meetings, etc., on library subjects; selection of books; supervision of traveling libraries; direction of the Summer library train-

ing school; keeping accurate records of the work of the commission and all expenditures; correspondence on many subjects related to the above-mentioned activities. As new needs arise, new forms of service will be developed as far as means permit.

Of the many activities which naturally grow out of the systematic effort of a state to advance library interests, those most generally accepted are the traveling library (Iowa has 12,000v.), a periodical exchange or clearing-house, some method of instruction for librarians (usually by a summer school), the free use of printed matter for giving publicity to the work and for furnishing library information, and aggressive library work in general.

Extension in the sense of enlarging, widening or expanding at once conveys the thought of growth, and while the term library extension is a large and inclusive term and really covers all the activities of a state library commission, which exists for the purpose of extending the library interests of the state, it is also applied more particularly to the work of establishing local libraries in towns where no such institution exists and in aiding in the development and enlargement of the local library after it is established. In this sense therefore library extension takes on a specific meaning as one of the most important activities of a library commission, and it is this particular line of work that, it seems to me, needs to be emphasized.

A public collection of books for the free use of the people should exist in every town or city. Believing that such a collection of books, wisely used, has great educational value and has a far-reaching influence in molding the character of the young people of the community, the state has provided that such an institution may be established and maintained by taxation. One state, New Hampshire, provides that it must. Many communities, however, are indifferent to the possibilities and needs of such an institution, and some method needs to be adopted whereby these are brought to realize the advantages which

are easily within their reach. Here the need of the aggressive work of the state library commission becomes at once apparent. The representative of the commission (secretary, organizer, visitor or whatever term may be used) can by various methods gain the interest and confidence of the people of a community and there are usually a few people in every community who are ready to take the initiative in a movement of this sort. In Iowa an unfailing source of strength in work of this sort is the club woman and in most of the towns they give the first impetus to the work.

It should be borne in mind that encouragement and help from the state, as represented by a state library commission representative, carries with it a certain force in a community, the value of which we should not overlook. Where a few people have at first to combat the indifference and doubt of a majority of the citizens, and have to create public sentiment, it means a great deal to feel back of their feeble efforts the recognition and encouragement of the state as represented by a commission. The local movement at once takes on dignity. Furthermore, the mere fact of some one outside the community coming to talk on the value of a library develops an interest which at first may be only curiosity.

A central bureau or center for library information and suggestion is certainly a source of strength and encouragement to those in the state who are trying to develop this interest in their communities, and an active field worker who shall visit these communities and push the work of library extension is certainly an important factor. How shall such a center be maintained, and how shall such aggressive field work be done unless there is a permanent income for its support? So far, the most reliable plan for thus providing for supervision and development is through a state appropriation. The name commission may be questioned from prejudice against it. There may be other ways, but this is the method which gives stability and per-

manence to the work of library extension in Iowa.

The lines most definitely before the Iowa Library commission in library extension are: 1), encouraging and aiding in the establishment of public libraries in towns where no libraries exist; and 2), improving conditions and raising standards in the older libraries by cooperation with librarians and trustees in introducing modern methods; 3), aiding in the selection of books; 4), advising regarding plans for library buildings. Incidentally these duties overlap with other activities which definitely bear upon bringing about related results, such as the Summer library school, publications of the commission of various kinds, etc. which give instruction and information.

In conclusion let me give you just a glimpse of one week of field work in library extension out of my own experience. The first week of this month I visited seven towns (Waterloo, Osage, Charles City, Nashua, Waverly, Clarks-ville and Cedar Falls), driving 12 miles to reach one of them; I met four library boards, conferred with two building committees, made one evening address in a small town of about one thousand inhabitants where club women were trying to start a library, and inspected the libraries in five of these towns, conferring with the librarian in every instance, in one town there being two libraries, one in a state institution. In every place I was welcomed most cordially and my regret always is that I can not give more time to field work. It pays.

Following Miss Tyler's paper, the result of the election was announced as follows: President, C. B. Roden; vice-president, Mary Eileen Ahern; secretary, Fanny R. Jackson; treasurer, Jane P. Hubbell; councilors, A. B. Hostetter, Mrs A. G. Evans.

The following resolutions were adopted:

Resolved: That the Illinois State Library association, at the close of its ninth annual meeting, desires to express its hearty thanks to all those who have made considerate arrangement for its

comfort and entertainment and have done so much to promote the success of this conference. In particular to the trustees, librarian and staff of the Decatur public library for their cordial welcome to their beautiful building. The association deems itself fortunate indeed in holding its meetings in these pleasant rooms, which are so admirably adapted for similar purposes.

Resolved: That our thanks be given to Mayor Shilling, to President Taylor, and Miss Allin, of the James Millikin university, and to Dr William and Mrs Barnes for the hospitality extended to the association during its meeting.

Resolved: That we express our indebtedness to all those not members of the association who have contributed to our program, for their interesting and profitable addresses.

Mr Routzahn announced that the American League of civic improvement would furnish material for club programs on civic improvement.

The secretary read an invitation to the association to hold its next annual meeting in Rockford, and Mr Hostetter extended a similar one on behalf of Springfield, both of which were referred to the executive board.

There being no further business, the ninth annual meeting of the Illinois Library association stood adjourned.

At the council meeting held immediately after the adjournment of the association, the president was constituted a committee of one to formulate a suitable memorial on state documents to present to the state legislature. J. E. Miller of East St Louis was elected to fill the vacancy in the council caused by Miss Ahern's election to the vice-presidency. Katharine L. Sharp, J. S. Currey and C. B. Roden were elected financial directors.

A motion was carried to recommend to the executive board the advisability of appointing a committee on library law, whose duty should be to study the possibilities of the present law and to suggest if any further advantage can be had from it than is at present being taken, or if it would be improved by

any change. With further recommendation to the executive board to take up the matter of an institute committee at once, the council adjourned.

A brief meeting of the executive board was held at which Florence M. Beck, Evva L. Moore and Stella V. Seybold were named as a committee on institutes.

FANNIE JACKSON.

Secretary pro tem.

Trustees' section

In behalf of the trustees who met with the State Library association at Decatur, I wish to express our appreciation of the recognition accorded to us in the program of their meeting. Unfortunately the absence of Dr Black, trustee from Jacksonville, prevented the best results from being obtained. The hour's session of the trustees' section indicated to the 10 trustees who were present, the great benefit to be derived from a meeting with a systematic arrangement of topics prepared in advance. The fact that in the brief time we were together a number of most interesting subjects for discussion were touched upon, showed that there is a large field for this branch of the association's work.

There is no doubt that many boards throughout the state would be glad of the opportunity thus afforded, and if anything like a full representation could be obtained a longer time for their meeting could be provided for.

The meeting of the trustees' section, brief though the time was, sufficiently showed the range of interesting topics that were barely more than mentioned. A comparison of views on such topics as suitable sites whether in the business district or away from it, uses to which buildings may be put other than strictly library purposes, modes of providing an income, questions of new buildings, issuing of bonds, interpretation of the laws relating to libraries, questions of administration, etc., these and a variety of other subjects could be profitably discussed by the trustees. Their proceedings could be then incorporated in the general proceedings, and thus enlarge

the interest and usefulness of the association.

Anyone, librarian or trustee, who attends these annual meetings, must be greatly impressed with the enthusiasm and devotion shown by the members in their work; and every board in the state may feel assured there is no better means of increasing the efficiency of their own force of library workers than by sending them to the annual meetings of the association, and paying their expenses while in attendance.

J. S. CURREY, Chairman,
Trustee Evanston public library.

Library Meetings

Chicago—The Chicago library club held its last meeting of the season 1903-4, on Thursday evening, May 12. The evening was devoted to hearing reports from officers and committees, on the year's work, and the election of officers for the next season. The reports all showed increased activity, especially in the lines of publicity.

The following officers were unanimously elected for the year 1904-5: President, Mary Eileen Ahern; first vice-president, Caroline McIlvaine; second vice-president, Mary B. Lindsay; secretary, Chas. Brown; treasurer, C. A. Larson. After the business meeting, Miss Goddard, of the Youngstown (Ohio) public library, gave an informal talk on the training and work of a children's librarian as given in the school at Carnegie library, Pittsburg.

RENÉE B. STERN, Sec'y.

Long Island, N. Y.—The annual meeting of the library club was held on Thursday, April 21, at the Young women's Christian association in Brooklyn. There were about 120 persons present, Miss Hutchinson presiding.

An announcement was made of a gift of bibliographical material to the club, by the City history club. These lists are kept at the Pratt institute library for the use of any member who may wish to borrow or consult them.

The subject of an amendment to the constitution, that the annual dues be

reduced from \$1 to 50 cents, was then brought up for informal discussion. The treasurer stated that there was on hand a surplus of \$117. Miss Hitchler stated that, if the dues were less, enough additional members would join to make the income of the club nearly as large, and a motion was made and carried that to the executive committee be referred an amendment to Article VII of the constitution, to read: There shall be annual dues of 50 cents, payable in advance. New members shall pay at the time of entrance to the club 50 cents for the remainder of the fiscal year.

The nominating committee brought in the names of Theresa Hitchler, president; Albert T. Huntington, vice-president; Josephine A. Rathbone, secretary, and Sara Jacobsen, treasurer. These candidates were unanimously elected.

The topic for the afternoon was Reading for boys and girls of the high-school age, which was treated ably by Miss Stevens, of the Girls' high school. Miss Stevens' requirements for girls' books are, that they shall be interesting, well written, and standard in theme, that is, treating of subjects which should be familiar to all, such as the manners and customs of certain periods and various countries. She cited as examples stories from the Iliad and Odyssey; Davis' Friend of Caesar; Bulwer's Last days of Pompeii, also Bulfinch's Age of fable, and Guerber's Myths. The results attained from efforts to make girls read were small numerically, but eminently satisfactory in individual cases. The thing to be desired is to cultivate the literary palate, to modify the young person's sense of superiority, to tend toward simplicity of life, to improve the vocabulary, and to develop individuality. Above all, the reading of young people should be directed that, with the whole field of literature from which to choose, they may not waste time reading useless books.

T. C. Mitchell, of the Boys' high school, limited his discourse to the high-school boys of this city, and said it was a question of what they wish to read and

what you can get them to read. He considered the cultivation of taste hopeless and disparaged the idea of too much interference. He considered the mind of the growing boy as sound and well-advanced today as a generation ago, and that he did much good reading in spite of the distractions of cheap literature, vaudeville, athletics, and excursions. The most apparent needs are for a knowledge of the things of life, such as the history and geography of England, the primitive industries, ancient and mediæval manners and customs—everything, from alchemy and witchcraft to architecture or biography. He deplored the lack of curiosity in these things. Boys should read, too, the old English favorites, like Robinson Crusoe; the Arabian nights; Uncle Tom's cabin, and Pilgrim's progress. Mr Mitchell suggested that a weaning process be employed by the librarian, leading the boy by gradual stages from Henty to Dumas, Scott, Dickens, up to Hawthorne, Kingsley, or George Meredith. Through his love for Tom Sawyer, for example, he might read Joan of Arc. An interest in poetry can be cultivated by first presenting a single dramatic poem, and humor is most important, from Bab ballads to Thackeray, embracing such minor classics as Mr Dooley. Other ideas brought forward were for more advanced books upon the juvenile shelves, for more attractive editions of standard novels, and for books about rich people for the poor boy, and poor people for the rich boy, to show each the other side of life.

Mr Fisere, of the Brooklyn public library, spoke of the difference in the librarian's attitude from that of the teacher. In the library, we must meet the boy or girl as a fellow-citizen and neither patronize nor over-supervise, but carry on the influence of the home and the school unobtrusively. Knowledge should be the object of young people's reading, a knowledge of surrounding circumstances through the knowledge of standard books. He considered authorized lists of standard books especially valuable.

Miss Anthony, of the Parker institute, urged that the sense of humor in young people should be appealed to and developed, and suggested that good cartoons, or a joke, accompanying a list of books would be sure to arouse interest in the list. Further discussion was prevented by the time for adjournment.

IRENE A. HACKETT, Sec'y pro tem.

Pennsylvania—The following persons were elected to office for the year 1904-1905, in the Pennsylvania library club: President, John Ashhurst; vice-presidents, Clarence Sears Kates, Albert R. Durham; secretary, Edith Brinkmann; treasurer, Bertha Seidl Wetzell.

Library Schools

Carnegie Library of Pittsburgh

Training school for children's librarians

During the past two months the students have attended lectures by the following visiting lecturers:

Mary E. Dousman, head of children's department, Milwaukee public library.

The child in his kingdom—the library.

Relation of the children's room to the general library.

Government of children's rooms.

Alice G. Goddard, assistant in charge of work with children, Reuben McMillan free library, Youngstown, Ohio.

Discipline of a children's room.

Clara W. Hunt, superintendent of children's department, Brooklyn public library.

Planning and equipment of a children's room.

Planning and equipment of a children's librarian.

Annie C. Moore, children's librarian, Pratt Institute free library.

Books on history and travel for children. (3 lectures)

The entrance examinations for the coming year will be held on Tuesday, June 21. MABEL A. FROTHINGHAM.

Drexel institute

On April 21, the class visited the libraries at Trenton and Princeton. The morning was spent at Trenton, and luncheon was served in the library before the trip to Princeton was undertaken.

The following lectures were given during April: April 15, J. C. Dana on the Circulating department. April 20, George Iles on the Choice of books.

April 22, Dr Morris Jastrow on European libraries.

Entrance examinations for the school will be held on Wednesday, June 15.

Helene A. Kingman, class of 1900, died April 22. Miss Kingman was cataloger in the Trenton public library for the past three years.

Frances E. Earhart, class of 1902, has been appointed cataloger in the Public library, Duluth, Minn.

ALICE B. KROEGER, Director.

National Education Association

Meeting in St Louis, June 28-July 1

The railroads have extended the time of the tickets for 15 days.

The exposition authorities have agreed to honor the N. E. A. admission tickets, on or after June 20, to allow time for studying exhibits.

Desirable rooms in private families will be opened to the teachers, through the courtesy of the St Louis teachers' club.

The following is the announcement of the meeting of the

Library department

President—Nathan C. Schaeffer, Harrisburg, Pa.

Vice-president—Reuben Post Halleck, Louisville, Ky.

Secretary—Mary Eileen Ahern, Chicago, Ill.

Tuesday, June 28, 2.30 p. m.

1 Library work in normal schools—Theodore B. Noss, president of State normal school, California, Pa.

Discussion led by Grace Salisbury, librarian of State normal school, Whitewater, Wis.

2 The duty of the normal school in relation to district school libraries—Jasper N. Wilkinson, president of State normal school, Emporia, Kas.

Discussion led by Mabel Reynolds, librarian of State normal school, Cheney, Wash.

Thursday, June 30, 2.30 p. m.

1 The place of the library in class instruction—Clarence E. Meleney, associate superintendent of City schools, New York city.

Discussion led by F. Louis Soldan, superintendent of instruction, Public schools, St Louis Mo.

2 The real value of the library and education—Melvil Dewey, state librarian, Albany, N. Y.

Further information will be furnished on application to the secretary, Irwin Shepard, Winona, Minn.

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BOOKS.

ANNOTATED LISTS.

Literature of American history, ed. by J. N. LARNED. Cloth, \$6.00; postage, 30c.

Supplement for 1901, ed. by P. P. WELLS. \$1.00; postage, 10c.

For continuation see below under Catalog Cards.

Guide to reference books, by ALICE B. KROEGER. \$1.25; postage, 10c.

Bibliography of fine arts, ed. by GEORGE ILES. 90c.; postage, 10c.

Books for girls and women, ed. by GEORGE ILES. 90c.; postage, 10c.

Reading for the young, supplement by M. E. and A. L. SARGENT. 50c.; postage, 10c.

List of French fiction, by MME. CORNU and WILLIAM BEER. 5c.

Books for boys and girls, by CAROLINE M. HEWINS. 5c.

A. L. A. index to general literature. New edition. \$10.00; postage, 52c.

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